

June 20, 2024

Jane Doe
123 Main Street
Cityville, State 12345

Dear Ms. Doe,

Thank you for attending the Annual Networking Event on June 18, 2024. It was a pleasure to connect with you, and I hope you found the event both enjoyable and valuable.

I appreciated our conversation about collaboration opportunities and look forward to exploring ways we can work together in the future. If you have any questions or need further information, please feel free to reach out.

Thank you once again for your participation and support. We hope to see you at future events.

Sincerely,

John Smith
Event Coordinator
johndoe@email.com
(555) 123-4567