

4. Thank you email for setting up a meeting

Subject: Free for lunch/coffee?

Hi [First Name],

Hope you are doing well. I enjoyed connecting with you at [event name]. It was wonderful to learn more about your company and what it does. Being a [your role], your work really interests me. I would really like to know more, as I have some questions that I wasn't able to ask during the event.

I realize you have a busy schedule as you mentioned during our conversation. However, I thought I would try my luck and ask you for a meeting to continue our discussion. I believe this discussion can help both of us learn more about our respective professions and the work we do. At least, personally, it would really help cater to clients from your field better. So, would you be free for a coffee or lunch on Thursday at [time]?

Once again, I am glad we connected during the [event name]. I hope to hear from you soon and meet you again.

Signature