

MAIL to SELF

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for presentation

Dear _____ (Name of the Recipient)

Thank you for giving me such a great opportunity to share my business proposal with you over yesterday's lunch meeting. Thank you for expressing your interest in our new project. I hope your doubts and points are now solved after yesterday's presentation.

As per our discussion, I will send you the email listing the required documents which you need to submit before October XX,XXXX.

I look forward to hearing from you. Hoping for a positive response from your side. Thank you once again for taking out valuable time from your hectic schedule to attend the presentation.

Sincerely,

(Signature)

Sender's Full Name