



THE THANK YOU NOTE

After attending a business event, is incredibly impressive to send your host a handwritten thank you note on beautiful stationery. It shows the host that you valued the energy and time that they put into planning and executing their event.

When writing a Thank You note, be sure to include the following elements:

- Start with a salutation.
- Make a complimentary comment about the event.
- Thank them for including you.
- Compliment them on specific details about the event.
- If appropriate, offer to take the host out for lunch or coffee.

AN EXAMPLE OF A THANK YOU NOTE

Dear Mr. Smith,

The luncheon that you hosted at the Westin was exceptional. Thank you so much for including me.

I was inspired by hearing John Doe's story of how he started his company and enjoyed meeting other entrepreneurs in our field. I walked away inspired and encouraged by everything that I learned.

If you have availability on Monday, May 5, I would like to take you to lunch. Please let me know if that date works for your schedule.

Sincerely, Ann Tarwater



THE APPROPRIATE METHOD