

Follow-up to Information Meeting

Steven Kher
Old Street
Jbeil
Keserwan
Lebanon

(Date)

Name
Title
Company
Address
City

Dear _____,

Thank you for your cordial reception yesterday. I appreciate your review of my resume and our discussion about the kinds of opportunities I can most profitably pursue. The ideas and the information you provided will be most helpful.

Following up on your suggestions, I have already written to Paul Assi, Louis Nasser and Jimmy Obeid and plan to follow through with them next week to arrange meetings. Of course, I will let you know what results from those contacts.

It was very thoughtful of you to offer to do some more thinking about people I should contact – particularly in Allied Industries and MicroCorp. As we agreed, I will call you again next Thursday to see if you have some specific people to suggest.

Thanks again for a good meeting and for your continued interest in my career development.

Sincerely,

SIGNATURE

Steven Kher

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