effective business thank you notes

Hello Bob,

Thanks again for your time and consideration at our meeting today!

Thank you, also, for sharing details of the challenges you’ve been facing in the implementation of the new ERP system. We faced comparable challenges in gathering requirements from key stakeholders. In the process, I learned how to lead tighter meetings and put a greater focus on results while continuing to build strong working relationships.

The opportunity to put the skills I learned into practice in your organization is very appealing to me. I look forward to hearing from you and taking next steps soon!

Regards,