**Follow up email template**

Send this to people that you brush shoulders with at conferences or events. Try to keep this short and sweet.

**Subject**: Following up on <insert event/conference>

**Body**:

*Hey \_\_\_\_\_,*

*It was great meeting you this weekend at <insert event/conference>. I really appreciate you taking the time to talk.*

*It was really nice to learn more about <insert a relevant note from your conversation with recipient>. I look forward to connecting with you again soon.*

*Best,*

*\_\_\_\_\_\_\_*

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Real-life example from Melcolm:

**Subject**: Melcolm Ruffin Update - Summer Intern with 76ers!

**Body**:

*Good morning Chad,*

*It was nice meeting you this weekend at Summer League. I really appreciate you taking the time to talk.*

*I have sent a brief note in the mail. It should definitely arrive by next week. It would be great if you could let me know once you've had a chance to read it.*

*Best,*

*Melcolm*