



Title

Post-Lunch Thanks

Description

Thank a contact, colleague or comrade for lunch; review specifics; request next steps.

E-mail subject line

Thanks for lunch; next steps.

E-mail body

Hello, Jerry.

Thanks very much for meeting me for lunch today—I enjoyed our time together.

And WOW—I had no idea you were so focused on [Keynesian economics]. You might want to check out [the Economist magazine/an economics blog/an article in the Harvard Business Review] if you're not familiar with it already. If I run across any other interesting reading on the topic, I'll certainly let you know.

In the meantime, thank you for [agreeing to introduce me to David]; the opportunity to [act as his interim COO] definitely sounds interesting.

Please let me know more as information becomes available. If I haven't heard from [either you or him] in the next few days, I'll give you a call.

Let's plan to do lunch again sometime soon. Next time maybe I'll even try [the Risotto]!

Warm regards,

[Jane]