Header that matches your Resume’s Header – not needed in an email

date

Mr. George Washington  
President

USA Company  
Street  
City, ST zip

Dear George:

Thank you again for meeting me this morning and giving so generously of your time and expertise. As I take the plunge to change careers, I truly value the advice of professionals like you who know the consulting field so well.

I especially appreciate your offer to introduce me to other professionals and consultants in your network, which I know will be extremely helpful to me in establishing myself.

George, I can't thank you enough for your willingness to help me launch this next phase of my career. I will be sure to keep you informed of my progress.

Please do not hesitate to contact me if I can be of assistance to you.

Sincerely,

George Washington