**[](https://www.smartsheet.com/try-it?trp=8597&utm_source=integrated+content&utm_campaign=/free-sales-plan-templates-excel-and-word&utm_medium=sales-follow-up-email-template)**

Follow up to a first convo or meeting

Hi {name},

It was great to talk to you [or meet you] today. It was exciting to learn more about your position at {company}, and [add a statement personal to your experience with them today that connects them to your convo]. I can relate to the challenges you have with [challenges mentioned during your discussion] and understand the influence they might be having on [add how this personally impacts this prospect].

Attached [or linked to] are some resources that will help you to better understand how we can help you solve [insert their compelling reason to buy].

Please let me know if I can answer any questions or provide you with more info. I do look forward to chatting with you again on [date and time].

**BODY**

**SUBJECT**

EMAIL TEMPLATE

FOLLOW UP