[Month Date, Year]

[Recipient name]
[Title]
[Company]

Dear [Recipient name],

Thank you for joining us at [Event name] in [City]. It was a pleasure to meet you and to hear how your team approaches [topic you discussed].

As promised, I have enclosed [the resource we discussed]. It covers [one-line summary of the resource], and I hope it is useful as you plan the months ahead.

If a short follow-up conversation with our team would help, I would be glad to set one up. You can reach me directly at [email address].

Kind regards,

[Sender name]
[Title], AlphaLife Sciences