

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: New Salesperson Follow-up Letter After First Meeting – To
Management/Boss

Dear :

As a novice salesperson to the sales team, I wanted to thank you for your time. Our meeting was very helpful in understanding my duties and the goals of the company. My knowledge of our products has increased immensely. I am very confident in my ability to provide the best service to our customers.

Once again thank you for your time and help.

Sincerely,

N A M E