[Name of Recipient]

[Designation of the Recipient]

[Organization Name]

Date:

**Subject: [Write an Appropriate Subject Line]**

Dear Mr. / Mrs. [Name of the Recipient],

It was really a pleasure for me that you and I discussed the scope of the upcoming project of your company commencing in the month of July. I was really impressed with your vision and I must say that I want to be a part of this interesting upcoming project of your company.

I can assure you that the combination of my expertise and your vision will make this project a successful business venture for both of us. I am hopeful that you will respond to this letter as soon as possible. I am eagerly looking forward to working with you.

Thanks!

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]