

Your Address
City, State Zip
Date

Contact's Name
Title
Organization
Address
City, State Zip

Dear (Contact Name):

Thank you again for agreeing to be a member of my personal network. This is an important time in my life as I take the plunge to begin my career, and 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.

Lisa, I can't thank you enough for your willingness to help me launch this phase of my career. I will be sure to keep you informed of my progress. And please do not hesitate to contact me if you think of any additional suggestions for expanding my network and establishing myself as a consultant.

Sincerely,
(Your handwritten signature)
Your name typed