Date   
  
Dear Ms. James:   
  
Thank you for meeting with me on January 20, 2012. The information you provided was very helpful.   
  
At your suggestion, I contacted Mr. Smith at ABC Corporation, and we will be meeting next week. I will also be attending the career fair you recommended. I hope I will see you there.   
  
Sincerely,   
  
Your Signature   
Your Address   
Your Phone Number   
Your Email Address