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How to answer nice to meet you

When meeting someone for the first time, it is common to exchange pleasantries. One of these pleasantries is the phrase “Nice to meet you.” This phrase is a polite way of acknowledging the other person’s presence and expressing your pleasure at making their acquaintance.When thinking of a way to respond to “nice to meet you,” you should consider the tone of your conversation, the context, the relationship, your own personality, and cultural norms. When someone says “Nice to meet you,” it is polite to respond with an appropriate phrase. The response should be based on the context of the situation and the level of formality. Here are some formal and informal responses to “Nice to meet you” that you can use in different situations.Formal ResponsesFormal responses are suitable for business and professional settings. These responses are more structured and show respect for the person you are meeting. Here are some formal responses to “Nice to meet you”:“Nice to meet you too. It’s a pleasure to be here.” This response is appropriate for formal events and meetings. It shows respect and gratitude for the opportunity to meet.“The pleasure is mine.” This response is a polite way of saying that you are happy to meet the person. It is often used in formal settings.“It’s wonderful to make your acquaintance.” This response is a more formal way of saying “Nice to meet you.” It is suitable for formal events and meetings.“I’m looking forward to our collaboration.” This response is appropriate for business settings. It shows that you are interested in working with the person.“It’s great to finally meet you in person.” This response is suitable for situations where you have been communicating with the person online or over the phone. It shows that you are happy to meet them in person.Informal ResponsesInformal responses are suitable for casual settings and situations where you are meeting someone for the first time. These responses are less structured and show a more relaxed and friendly tone. Here are some informal responses to “Nice to meet you”:“Nice to meet you too!”“Glad to meet you!”“It was great meeting you!”“Same here!”“Nice meeting you!”The response you choose should be based on the context of the situation. If you are meeting someone in a professional setting, it is best to use a formal response. If you are meeting someone in a casual setting, an informal response is appropriate.Responses in Email CommunicationWhen it comes to email communication, responding to a “Nice to Meet You” message can be tricky. You want to be professional but also show that you appreciate the introduction. Here are some tips and email templates to help you respond appropriately.Email TemplatesUsing email templates can save you time and ensure that your response is professional and effective. Here are some templates you can use:Template 1: For a Professional RelationshipSubject: Re: Nice to Meet YouDear [Name],Thank you for taking the time to introduce yourself. It was a pleasure meeting you at [Networking Event/Conference/Meeting]. I look forward to the opportunity to work with you in the future.Best regards, [Your Name]Template 2: For a New ClientSubject: Re: Nice to Meet YouDear [Name],Thank you for reaching out and introducing yourself. I’m excited to start working with you and learning more about your business. Please let me know if there’s anything I can help you with.Best regards, [Your Name]Professional Email ResponsesWhen responding to a “Nice to Meet You” email in a professional setting, it’s important to keep your response brief and to the point. Here are some examples of professional email responses:Thank you for the introduction. I look forward to working with you.It was great meeting you as well. I’m excited to see what we can accomplish together.Thank you for taking the time to reach out. I’m looking forward to building a professional relationship with you.Personal Email ResponsesIf you’re responding to a “Nice to Meet You” email in a personal setting, you can be a little more informal. Here are some examples of personal email responses:It was great meeting you too! Let’s grab coffee sometime and catch up.Thanks for reaching out! I had a great time chatting with you at [Networking Event/Conference/Meeting].I’m so glad we had the chance to meet. Looking forward to staying in touch.In conclusion, responding to a “Nice to Meet You” email can be simple and effective with the right email templates and responses. Keep it professional and to the point in a professional setting, and feel free to be a little more informal in a personal setting.Responses in Different ContextsWhen someone says “nice to meet you” to you, always respond appropriately based on the context of the meeting. Here are some best responses for different contexts:Networking EventsAt networking events, it’s common to meet a lot of new people in a short amount of time. To make a good impression, be friendly and engaging. Here are some responses you can use:“Likewise! What brings you to this event?”“Thank you! I’m excited to meet more people in the industry.”“It’s great to meet you too! Have you been to this event before?”New Client MeetingsWhen meeting a new client, it’s essential to establish a professional relationship. Here are some responses you can use:“Thank you for taking the time to meet with me. I’m looking forward to working with you.”“It’s a pleasure to meet you as well. I’m excited to learn more about your business.”“Thank you for the opportunity to meet with you. I’m confident we can achieve great things together.”Online GreetingsIn today’s digital age, it’s common to meet new people online through social media or email. Here are some responses you can use:“Nice to meet you too! I’m looking forward to connecting further.”“Thank you for reaching out. I’m excited to learn more about you and your work.”“It’s great to make a new connection. Let’s stay in touch!”Remember, the key is to be friendly, engaging, and professional in your responses. By doing so, you’ll make a positive impression and establish a strong foundation for future interactions.Alternative Ways to RespondWhen someone says “Nice to meet you,” there are more ways to respond beyond the standard “Nice to meet you too.” Here are some alternative ways to respond to make a great impression:“Lovely to make your acquaintance.” This response is a little more formal and can be used in professional settings.“It was a great pleasure meeting you.” This response shows that you genuinely enjoyed meeting the person and can be used in both personal and professional settings.“Nice meeting you as well.” This response is a slight variation of the standard response but adds a personal touch to it.“The pleasure was all mine.” This response is a polite way of saying that you enjoyed the meeting and appreciated the opportunity to meet the person.“Likewise.” This response is a simple and straightforward way of saying that you also enjoyed meeting the person.Adding a Personal Touch to ResponsesWhen responding to “Nice to meet you,” it’s important to add a personal touch to your response. This can help to establish a connection and make a lasting impression. Here are a few tips on how to add a personal touch to your response:Use the person’s name: Addressing the person by their name can make the response feel more personal. For example, “Nice to meet you, John. I’m excited to work with you.”Ask a question: Asking a question can show that you’re interested in getting to know the person better. For example, “Nice to meet you, Sarah. What brings you to this event?”Share your feelings: Sharing your feelings can make the response more genuine. For example, “Nice to meet you, David. I’m really impressed by your work in the industry.”Be specific: Being specific can show that you paid attention during the conversation. For example, “Nice to meet you, Emily. I enjoyed hearing about your recent trip to Europe.”By adding a personal touch to your response, you can make a lasting impression and establish a connection with the person you just met.Remember, responding appropriately to “Nice to meet you” can be a great opportunity to make a positive impression on someone. By using this list of responses, you can show that you are friendly, polite, and interested in getting to know the person better. “Nice meeting you” works well in business contexts when signing off from an email. However, you may not be sure how to reply to it and might need an extra hand with that topic. This article will explore the twelve best replies to the phrase. The best replies to “nice meeting you” on email is either “It’s been a pleasure” or “it was nice to make your acquaintance”. If it’s in a work context, you may prefer “I look forward to working with you”. These options allow you not to use “meet” back. Now, let’s dive into all twelve best replies. You may also like: 12 Better Ways To Say “Nice To Meet You” Online (Zoom Or Email) “Nice meeting you, too” is the best reply you can use when someone emails you saying, “nice meeting you.” Like many greetings and responses, sometimes the most effective methods involve using “too” to turn it into a reply. While it works really well in most cases, some people might see it as lazy. It’s still sure to work well in most professional contexts. You might see emails signed with this phrase in the following ways: Dear Mr. Smith,It was nice meeting you, too. I hope we’ll be working closely in the future.Kind regards,Mary Small Dear Mrs. Danworthy,It was nice meeting you, too. I’ve had a great time learning the inner workings of business proceedings.Kind regards,Jonathan Hobbs “It was great meeting you also” is slightly more formal than “nice to meet you.” If you want to keep a good impression with whoever you’re talking to, then this is the best choice for you. “Also” is another word we can use to flip the greeting into a reply, should we need to. These examples will shed some light on how you can use this: Dear Mr. Parret,It was great meeting you also, and I hope there will be plenty more opportunities for us to meet in the future.Kind regards,Samuel Weiss Dear Mrs. Dregg,It was great meeting you also, and I look forward to working with you.Kind regards,Sarah Harding Steering away from greetings slightly, “I had a great time” is another reply we could try. “I had a great time” works when we want to show that we enjoyed our business meeting. We usually do this by thanking somebody for whatever they said in the previous email (i.e., “Nice meeting you”) and telling them that we “had a great time” there. We could see this work in the following ways: Dear Mr. Bossman,Thank you, I had a great time learning about the business today.Kind regards,Roger Moore Dear Mrs. Bossman,I had a great time meeting you and getting to know the business today.Kind regards,Horace Slugwood Another option is to make sure they’re comfortable and doing well. “I hope all is well” is a secondary response you can use. Typically, we’ll want to say “nice meeting you, too” or “thank you” first, but then we can continue to say “I hope all is well” to let them know that we wish them all the best. You might reply with this phrase, and we can show it to you in the following ways: Dear Madam Secret,Thank you, and I hope all is well with you. I had a great time learning today.Kind regards,Geoffrey Copter Dear Sir Morrison,I hope all is well with you too, and I look forward to future engagements in the company.Kind regards,Sandra Melissa If you want to set up a potential meeting in the future, it might be good to keep your options up with the recipient. “I will let you know if something comes up” is the perfect way to keep the recipient ready to receive an email from you. It works by showing them that you’re interested in working with them, even if you don’t quite have anything ready for them at the minute. Sometimes, you’ll sign emails off or start them in this way: Dear Mr. Target,Thank you, and it was nice meeting you. I will let you know if something comes up later in the week!Kind regards,Mr. Craigson Dear Louise Michelle,It was a pleasure, as always. I will let you know if something comes up that we can work on together.Kind regardsMrs. Dan “I look forward to working with you” is a great reply to “nice meeting you.” It shows that they left a good impression on us and that we’re more than happy to consider them a work colleague when that time presents itself. We might use this phrase in the following ways: Dear Sarah Everhart,I look forward to working with you, and I thank you for your kind words.All the best,Mr. Samsonova Dear Steve Rogers,It was an honor. I look forward to working with you in the near future.Kind regards,Mr. Stark “It was a pleasure meeting you” is a stronger phrase than “nice meeting you,” which is why it makes for a good response. If someone says “Nice meeting you” in an email, this reply will definitely let them know that you had a good time too. We could use this phrase as follows in our emails: Dear madam,I am happy you decided to contact me again, and it was a pleasure meeting you, too.Kind regards,Simon Rogue Dear sir,It was a pleasure meeting you, too. I hope there will be plenty of other opportunities for us to talk.Kind regards,Melissa Fell “I am delighted to make your acquaintance” is a brilliant choice if you want to keep the formality high. “Acquaintance” is a strong, formal word that people use in emails in this way to show that we’re happy to have been introduced to someone. You might use this as follows: Dear Lady Winchester,I am delighted to make your acquaintance, and I would like to offer my services for whatever you may need.I look forward to hearing from you,George Seager Dear Mr. Barrington,I am delighted to make your acquaintance, and I’m shocked that we haven’t had a chance to catch up before this.Kind regards,Mariah Hill You may also like: “Nice To Meet You” Vs “Nice Meeting You”? Here’s The Difference Similarly to the above section, “it was nice to make your acquaintance” is another variation. “Nice” isn’t as powerful as “delighted,” but sometimes the context or tone will require a less powerful word, making “nice” a better fit. While similar to being “delighted,” there are still different ways we can use “nice,” like so: Dear Mr. Eel,It was nice to make your acquaintance, and I must say, I’m incredibly excited to start working with you next week.Thank you for your time today,Mario Plum Dear Mrs. Gello,It was nice to make your acquaintance. Please do not hesitate to contact me if there’s anything else you need.Kind regards,Lucian Bluewater Again, we can use a more powerful word than “nice” to reply to “nice meeting you.” Changing the reply to “It was a pleasure meeting you” is a great way to show that you’re enthusiastic and happy that you met your business partner. This is one of the simpler ones, and we can use it as follows: Dear Sir Swanson,It was a pleasure meeting you today at the government building.I hope all is well,Mrs. Ludgate Dear Ms. WatcherIt was a pleasure meeting you, and I hope that we’ll have plenty of chances to work together in the near future.Kind regards,Mrs. Catacova “It’s been a pleasure” is a good way to reply to “nice meeting you” when you want to show that you had a good time. “It’s been a pleasure” means that the time you spent together was a “pleasure” for you and implies that you’re looking forward to doing it again. We might see this as follows: Dear Harold,Thank you for your kind words, and it’s been a pleasure. Meeting you was the highlight of my week.Kind regards,Mrs. Stevens Dear Ma’am,It’s been a pleasure, and I hope you’ll consider me for future positions should they ever make themselves available.Kind regards,John Simpson Again, steering away from the outright replies, you might want to use something like this to set up a second meeting. You can set up a secondary meeting with “when would you like to meet again?” It’s a great reply to “nice meeting you” because it sets up a new meeting time, which keeps the business email open-ended, and gives you a possibility for more business. You might want to set up a second meeting as a reply, and we can do so like this: Dear Mrs. Doubt,It was nice meeting you, too. When would you like to meet again to discuss further arrangements?Let me know as soon as you’ve decided,Harry Wind Dear Mr. Fire,It was a pleasure as always. When would you like to meet again? That way, I can pencil it into my diary.Kind regards,Samuel Samson Being polite is a good and socially approved way of showing your respect to other people around you. When we talk to each other, we have to follow some basic rules of politeness, otherwise, people would start talking about us as rude and ill-behaved individuals! However, some of you probably wondered sometimes how you should reply to such a common greeting phrase as “nice to meet you”. Especially if you have to meet new people often enough due to the specifics of your job. So when people say nice to meet you, how to respond correctly? This greeting phrase is a kind of cliche, so some of you might want to make it more varied and consider other, alternative answers instead to not sound like a robot! This is why, in this article we decided to investigate a bit and we tried to collect as many “nice to meet you” alternatives as possible. Read on to learn how you should reply when talking to someone in person, and what phrase to use in response when you are communicating with a new person via email. How Do You Respond to Nice to Meet You? It may sound weird to some of you, but there are quite many people out there who become clueless and even puzzled when they have to answer to such a common greeting phrase as “nice to meet you”! You might think that the reason is in the very person whom we have to respond to since not all the people we meet are nice. However, it often happens that a person gets stuck trying to find a proper answer even if he or she meets the most pleasant and loveliest person in the world! So how should we fix that? Well, first of all, you need to remember that the way we answer such questions does not only show how well-behaved and polite we are. By giving a smart reply, we can make a good impression of ourselves. At the same time, with a bad reply, our impression can be badly tarnished! This is why we recommend you check out a few ways how to respond to “nice to meet you” best of all. With each of them, you will leave the most positive impression of yourself and make your new friend want to meet you again. You too. Let us try someplace next time! I did, too. We should do this again sometime. Believe me, I wish to say the same to you! It was great fun hanging out with you! Same here. We should meet again sometime. Nice to meet you too. We will surely be in touch. Nice meeting you too. We should meet again in a few weeks. It was nice meeting you too. I would love to meet you again sometime. Thanks so much to you! It was very nice to meet you too. I eagerly look forward to our next meeting! It is a great pleasure to meet you as well. I look forward to hearing from you again soon! Thank you so much! It was a great pleasure meeting you! Thank you so much. It was lovely to meet you. It was an absolute pleasure to meet you too. I wish we could prolong the meeting a bit more. It was a delight to meet you too. You turned out to be a really good company. I am glad to meet you too. Do you want to meet again next weekend, maybe? Thank you so much! It was very nice for me to meet you as well! I am pleased to meet you too. Give me a call whenever you want to do this again. It was lovely to meet you too. I will not forget this meeting anytime soon. I enjoyed your company too. I think this smile would be plastered on my face for the entire day. Yeah, we are definitely on the same page about how nice it was! Looking forward to seeing you again soon! Yes, it was. I am glad you enjoyed it. It turned out to be a lucky day indeed. Formal Responses “Nice to meet you too. It’s a pleasure to be here.” “The pleasure is mine.” “It’s wonderful to make your acquaintance.” “I’m looking forward to our collaboration.” “It’s great to finally meet you in person.” “Thank you. I’ve been looking forward to meeting you.” “It’s a pleasure to meet you as well.” Casual Responses “Likewise! I’ve heard a lot about you.” “You too! I’m glad we got the chance to meet.” “Same here! I’ve been looking forward to this.” “It’s been great meeting you too.” “Thank you. It’s nice to meet you too.” “Back at you! I’ve heard great things about you.” “You too! I’m excited to get to know you better.” Friendly Responses “Nice to meet you too! How’s your day going?” “You too! What brings you here today?” “I’m happy we’re getting the chance to chat.” “It’s great to meet you! What’s your story?” “Thanks! It’s great to finally put a face to the name.” “Likewise. Let’s catch up soon!” In Business or Professional Setting “Thank you. I’ve been looking forward to our meeting.” “I appreciate your time today. Nice to meet you too.” “I’ve heard great things about your work. It’s a pleasure to meet you.” “Looking forward to our partnership. Nice meeting you.” “I’m excited about the opportunity to work together.” Humorous Responses “Nice to meet you, too. Are all people here as friendly as you?” “Well, isn’t this fun! Nice to meet you too.” “Finally, someone interesting! Nice to meet you too.” Responses with Questions “Nice to meet you as well. How do you know the host?” “Likewise. Have you been here before?” “Same here. What do you do for a living?” “You too. Are you from around here?” Enthusiastic Responses “I’ve been excited to meet you! Glad we finally have the chance.” “Thank you! I’ve been looking forward to this.” “The pleasure is all mine. I’ve heard so much about you.” Polite Responses “Thank you. It’s very nice to meet you as well.” “Likewise. I’m glad we have the opportunity to meet.” “Thank you. It’s a pleasure to meet you.” Cordial Responses “It’s a pleasure to make your acquaintance.” “I’m glad to have the opportunity to meet you.” Gracious Responses “It’s been a pleasure to meet you.” “Likewise, it’s a pleasure to meet you.” For Networking Events “I’m thrilled to make this connection.” “It’s fantastic to meet you, I’ve heard great things.” “I’m delighted to meet you too. I’ve been looking forward to networking with more people in this field.” Unique Responses “The honor is mine.” “I’m glad our paths have crossed today.” “It’s always a pleasure to meet someone new.” “Thank you, I’ve been eager to meet you.” “What a pleasure to meet you too.” So, as you can see, there is a whole pack of answers that one can give when being told that someone was glad to meet him or her! With this many alternative answers, you will easily pick up the one that will be suitable for the particular situation and occasion, since some of these replies sound a bit more formal than others. Anyway, these replies are better to be used when you are meeting someone in person. But what if you got to know the person via email, for example? What if it’s your new colleague? Now, during the pandemic, this is especially relevant since quite many offices and firms work online, and if a new person joins the team, he or she will be introduced online as well! To solve this puzzle, we suggest you learn what to write back in response if someone whom you have just met online says “nice to meet you”. So, here is how to respond to a nice to meet you email! Credits: DragonImages, via Crello.com How to Respond to Nice to Meet You In Email? You might be a bit embarrassed and confused about how to respond to someone who said nice to meet you online, and this is why. When we receive an email that says “nice to meet you”, we most likely don’t know exactly what to write back in response. We don’t actually shake hands with that person, nor do we make eye contact. So is it correct to use this “nice to meet you” phrase? Some people have found a clever and witty way out and they reply with “nice to e-meet you” answer. To a certain point, it can be considered suitable, but only for those of you who communicate online daily and such online greetings are usual things for you and your interlocutors. But what if it’s not your case? Or, maybe, you feel that answering this way, though still being polite and friendly, sounds and reads a bit old-fashioned because you acknowledge the fact that the meeting is taking place online! In this case, check out a few alternatives to nice to meet you reply we have prepared for you below! With their help, you will be able to reply to a common introduction in a more original and definitely less awkward way! Credits: baranq, via Crello.com Related: 11+ Ideas How to Respond to a Cancellation Request? I’ve Heard Great Things About [insert the name] If your new contact’s reputation precedes him or her (in a good way, of course), it never hurts to let the person know that you have already heard about them. Like this, you will show that you do care for them, and besides, everyone loves to be recognized and to be some kind of famous! That’s why this answer is especially useful when you are greeting your new colleague! Credits: VitalikRadko, via Crello.com By acknowledging the other person’s work skills and experience, you make them feel valuable and you start your conversation in a more than positive way! Related: How to Respond to a Mean Text Message? Thanks For the Introduction This reply actually works two ways. You can make use of it when someone else has introduced you to a new person, for example. You can also use it as a response when someone introduces themselves to you. Saying “thank you” has been proven to enhance our social bonding — a good thing when you are trying to make new connections! Credits: stockasso, via Crello.com I’m Looking Forward to Working With You This way of responding is best to be used if you are excited about building a new working relationship with a new person, your colleague, at work. So if this is what you truly feel, go ahead and use this reply! And if you explain why exactly you feel so excited (you have heard of this person’s achievements and you want to work with such a great professional, etc.), you will make him or her feel valued and respected. This will surely help you to establish strong and positive social bonds with them! Credits: depositedhar, via Crello.com Just Dive Right In This reply may seem to be somewhat too short and even harsh and emotionless. But if you are a businessman or a business lady, you know that time values greatly, and so you would rather spend it on making business rather than on empty and useless talks. Even if they are socially polite and approved! Of course, it is very nice to say something pleasant and polite that will let your new contact know that you are happy to meet them. However, it is also not necessary that much, in fact. Especially in the business world, where everyone appreciates people who are getting down to business straight away. Anyway, be careful when using this reply! Before you decide to skip the social nicety, consider the context of your email. If the message is strictly business, for example, then bypassing the “nice to meet you” part could make your email sound a bit too abrupt. On the other hand, if you have some positive or upbeat things to say, it makes sense to be direct and go straight to the exciting details. Credits: imtmphoto, via Crello.com Nice to Meet You Seems too simple, right? However, there is nothing wrong in replying with exactly the same phrase. In fact, this is one of those socially acceptable and appreciated things that we hardly ever notice when it is there. However, this common phrase adds a dash of politeness to your message. Anyway, if simple “nice to meet you” sounds too much cliched for you, feel free to change it and try one of the following variations instead: It is great connecting with you Pleased to meet you Lovely to meet you How do you do? (more formal version) Delighted to make your acquaintance (very formal!) With these replies, you will easily find the most suitable one that can be used in your particular case. But no matter which of them you choose, you can be sure that your email will sound very polite both if it is a work communication or a more informal one. Credits: VitalikRadko, via Crello.com So, we have shared all that we wanted to share with you today. Now you know how to reply to “nice to meet you” if the meeting is taking place in person, and what to say to this phrase in response if you received a greeting email. You also learned a few alternative ways of replying to this greeting if the communication is more of a business matter than casual. So now we are sure that you will not get puzzled when hearing or reading that “nice to meet you” phrase since you have a lot of optional answers to choose from! [wp-faq-schema title=”Frequently Asked Questions”]