

Subject: Networking Opportunity

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring new opportunities in the field of executive assistance. I have [briefly describe your experience or qualifications], and I am passionate about supporting executives in their day-to-day operations.

I came across your profile and was impressed by your experience in [mention any specific details related to their career or organization]. I would love the opportunity to connect with you to learn more about your journey and any potential openings you may be aware of in your network.

Thank you for considering my request. I look forward to the possibility of connecting and learning from your insights.

Best regards,

[Your Name]

[Your LinkedIn profile or website]

[Your Phone Number]

[Your Email Address]