

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [a brief description of your current position and background]. I came across your profile on [where you found their information], and I was impressed by your work in [specific industry or project].

I am reaching out to introduce myself and to express my interest in connecting with you. I believe we share a common passion for [shared interest or industry], and I would love the opportunity to learn from your experiences and insights.

If you are available, I would greatly appreciate the chance to have a brief conversation over coffee or a phone call at your convenience. Thank you for considering my request. I look forward to the possibility of connecting!

Best regards,

[Your Name]