

Subject: Networking Opportunity at [Conference Name]

Dear [Attendee's Name],

I hope this message finds you well. I am reaching out to connect with you during the upcoming [Conference Name] taking place from [Start Date] to [End Date] in [Location]. As a fellow participant passionate about [Industry/Field], I believe we could benefit from exchanging ideas and exploring potential collaborations.

Would you be open to meeting for a coffee or a quick chat during the conference? I am particularly interested in discussing [specific topics or interests], and I would love to hear your insights.

Please let me know your availability, and I will do my best to accommodate. I look forward to the possibility of connecting!

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your Email]
[Your Phone Number]