

Subject: Proposal for a Virtual Coffee Catch-Up

Dear [Recipient's Name],

I hope this message finds you well! I wanted to reach out to propose a virtual coffee catch-up. I believe it would be a great opportunity for us to reconnect and discuss our recent projects and ideas.

Would you be available for a 30-minute chat over coffee sometime next week? I am flexible with timings and can adjust to whatever works best for your schedule.

Looking forward to hearing from you!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]