

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am a [Your Position/Title] at [Your Institution/Organization]. I am writing to express my interest in connecting with you during the upcoming [Conference Name] scheduled for [Dates].

As someone deeply involved in [Your Field/Area of Study], I have been following your work on [Specific Topic or Project] and have been greatly inspired by your contributions. I believe that your insights could significantly enhance my understanding of [Specific Area] and I would love the opportunity to exchange ideas.

If you are available, I would be honored to meet with you for a brief conversation during the conference. Please let me know a time that suits you best.

Thank you for considering this opportunity. I look forward to the possibility of connecting with you.

Best regards,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]

[Your Email]

[Your Phone Number]