

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[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 currently a BBA student at [Your University]. I am reaching out to express my interest in [specific area of interest or field related to the recipient's expertise].

I am eager to learn more about [specific aspect related to the recipient's work or company]. I admire [specific achievements or qualities about the recipient or their company], and I believe that your insights would be invaluable as I navigate my career path.

Would you be open to a brief conversation or coffee chat? I would greatly appreciate any advice or guidance you could provide, and I'm very interested in hearing about your experiences in [relevant industry or field].

Thank you for considering my request. I look forward to the opportunity to connect.

Best regards,

[Your Name]
[Your LinkedIn Profile] (if applicable)
[Your University]