

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. It's been a while since we last connected, and I wanted to take a moment to reach out and reconnect.

[Briefly mention a shared experience or memory that relates to your relationship.]

I have been following [mention any relevant updates or changes in your life or career] and thought it would be great to catch up and hear about what you've been up to.

If you're available, I would love to schedule a time to chat over coffee or a call in the coming weeks.

Thank you for considering. Looking forward to hearing from you soon!

Best regards,

[Your Name]