

[Your Name]

[Your Job Title]

[Your Company]

[Your Email]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well.

I wanted to reach out as I noticed we haven't been in contact lately. I genuinely appreciate the collaborative spirit we had and would love to reconnect.

[Optional: Mention any shared projects or experiences that were positive.]

If you're open to it, I would be grateful for the opportunity to catch up, perhaps over coffee or a call, to discuss how things are going for you and any updates on projects we were involved in together.

Thank you for considering, and I look forward to your response.

Warm regards,

[Your Name]

[Your Contact Information]