

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization/Institution]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore, junior] at [Your HBCU, e.g., Howard University], majoring in [Your Major]. As an aspiring [Your Career Field, e.g., engineer, educator, etc.], I am reaching out to connect with professionals who share my passion for [specific interest related to field].

I am particularly impressed by [mention any specific aspect of the recipient's work or organization that resonates with you]. I believe that networking with accomplished individuals in our field is crucial for personal and professional growth.

I would greatly appreciate the opportunity to talk with you about your experiences and insights into [specific topic or area of expertise]. If you are available for a brief conversation, whether in-person, over the phone, or via video chat, I would be grateful for your time and guidance. Thank you for considering my request. I look forward to the possibility of connecting with you soon.

Warm regards,

[Your Name]  
[Your HBCU]  
[Your Major and Year]