

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to take a moment to reach out and reconnect. It's been a while since we last spoke at [mention where you met or the context of your previous interaction, e.g., a conference, networking event, etc.], and I've been thinking about the valuable insights you shared.

As I am currently exploring new opportunities in [your field or industry], I would love to hear your thoughts on the current job market. Your expertise has always inspired me, and I believe your advice could be incredibly beneficial as I navigate this process.

If you have some time in the coming weeks, I would greatly appreciate the chance to catch up over coffee or a virtual chat. It would be wonderful to reconnect and discuss our experiences since we last met.

Thank you for considering my request. I look forward to hearing from you soon.

Warm regards,

[Your Name]