

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I wanted to reach out to reconnect and share a bit about my current job search. It has been a while since we last spoke, and I think of our conversations often.

I'm currently exploring opportunities in [your field/industry], and I know you have great insights and connections in this area. If you have any advice or could introduce me to anyone who might be looking for someone with my skills, I would greatly appreciate it.

Thank you so much for considering my request. I would love to catch up sometime soon, whether over coffee or a quick call.

Warm regards,

[Your Name]