

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current position or background]. I came across your profile while researching [specific industry or company], and I was impressed by your work in [specific project or achievement].

I am reaching out to expand my network and seek guidance as I explore new career opportunities in [specific field or position]. With my background in [your relevant skills or experience], I believe I could contribute positively to teams like yours.

If you are open to it, I would appreciate the opportunity to connect, either over coffee or a brief call, to learn more about your career journey and any advice you might have for someone looking to grow in this industry.

Thank you for considering my request. I look forward to the possibility of connecting with you.

Warm regards,

[Your Name]

[LinkedIn Profile] (optional)