

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization 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 [a
brief introduction about yourself, including your current role or
position, and your professional background].
I am reaching out to [explain the purpose of your letter--networking,
seeking advice, requesting an informational interview, etc.]. I have
always admired [something specific about the recipient's work or career],
and I believe that [reason you wish to connect].
Would you be open to [suggest a meeting or a call, specifying the means
and any proposed times]? I would really appreciate the opportunity to
learn from your experience and insights.
Thank you for considering my request. I look forward to the possibility
of speaking with you soon.
Warm regards,
[Your Name]
[Your LinkedIn Profile or Website, if applicable]