

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

[Recipient's Name]  
[Recipient's Position]  
[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, e.g., a student at XYZ University, a professional in the field of ABC, etc.]. I am reaching out to see if you might be available for a coffee chat in the coming weeks.

I have a keen interest in [specific topic or area related to the recipient's expertise], and I admire your work in [specific project, company, or field]. I would greatly appreciate the opportunity to learn from your experiences and insights.

Please let me know if you would be available for a short meeting at your convenience. I am flexible with timings and can adjust to your schedule. Thank you for considering my request. I look forward to hearing from you.

Warm regards,

[Your Name]