

**\*\*[Your Name]\*\***  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
**\*\*[Recipient's Name]\*\***  
[Recipient's Job Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
**\*\*Introduction\*\***  
- Briefly introduce yourself  
- State the purpose of the letter  
**\*\*Connection\*\***  
- Mention how you found their contact information  
- Reference any mutual connections or shared interests  
**\*\*Request for Networking\*\***  
- Clearly state your request for a meeting or conversation  
- Suggest specific topics or areas of interest for discussion  
**\*\*Closing\*\***  
- Thank them for their time and consideration  
- Express your hope for a positive response  
- Provide your contact information again for convenience  
Sincerely,  
[Your Name]