

**\*\*Letter Plan for Building Rapport\*\***

**\*\*1. Introduction\*\***

- Greet the recipient warmly.
- State the purpose of the letter.

**\*\*2. Personal Connection\*\***

- Share a brief personal story or experience that relates to them.
- Mention any common interests or experiences.

**\*\*3. Compliment or Acknowledge\*\***

- Include a sincere compliment about their work or qualities.
- Acknowledge any recent achievements of theirs.

**\*\*4. Shared Interests or Goals\*\***

- Discuss mutual interests or goals.
- Highlight how these interests can foster a stronger connection.

**\*\*5. Invitation to Connect Further\*\***

- Suggest a casual meeting or activity related to shared interests (coffee, lunch, etc.).
- Invite them to share their thoughts or experiences.

**\*\*6. Closing\*\***

- Express enthusiasm about building the relationship.
- Provide your contact information.
- Close with a warm sign-off.