

[Your Name]

[Your Job Title]

[Your Company]

[Date]

[Colleague's Name]

[Colleague's Job Title]

[Colleague's Company]

Dear [Colleague's Name],

I hope this message finds you well! My name is [Your Name], and I work in [Your Department/Team] at [Your Company]. I recently learned that we will be working together on [specific project or initiative], and I'm excited to collaborate with you.

To help us get acquainted, I thought it would be nice to share a bit about myself. I have been with [Your Company] for [duration], and my role primarily focuses on [brief description of your role]. Outside of work, I enjoy [personal interests or hobbies].

I would love to hear more about you and your role at [Colleague's Company]. What projects are you currently passionate about?

Let's find a time to connect, whether it's over coffee or a virtual chat.

I'm looking forward to getting to know you better!

Best regards,

[Your Name]

[Your Contact Information]