

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

[Date]  
[Recipient's Name]  
[Recipient's Job Title]

KPMG

[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 currently [your position or background, e.g., a graduate student at XYZ University specializing in accounting]. I am reaching out to connect with you as I am very interested in learning more about opportunities at KPMG and your experiences within the firm.

I have a strong passion for [specific area of interest related to KPMG, e.g., audit, tax, consulting], and I believe that KPMG's reputation for excellence in these areas aligns closely with my career goals. I would appreciate any insights you could provide about the firm's culture and the types of projects you are currently involved in.

If you have some time, I would love to arrange a brief call or coffee meeting at your convenience. Thank you for considering my request, and I look forward to the possibility of connecting with you soon.

Best regards,

[Your Name]

[LinkedIn Profile URL (if applicable)]