

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your 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, including your current position, field of expertise, or interest].

I am reaching out to connect with you because [explain the purpose of your networking, such as shared interests, admiration for their work, or a specific reason for wanting to connect].

[Include any common connections, experiences, or mutual interests that can help establish rapport.]

I would greatly appreciate the opportunity to [meet for coffee, chat over a call, or any other suggestion], as I believe [mention any specific goals, guidance, or knowledge you are seeking].

Thank you for considering this request. I am looking forward to the possibility of connecting with you.

Best regards,

[Your Name]

[Your LinkedIn Profile or Website, if applicable]