

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 [Your Year, e.g., junior] studying [Your Major] at the University of Florida. I am reaching out to connect with professionals in the [specific field or industry, e.g., marketing] sector, as I am eager to learn more about potential career paths and gain valuable insights from experienced individuals like yourself.

I came across your profile on [platform, e.g., LinkedIn] and was impressed by your work at [Company/Organization Name]. Your experience with [specific project or aspect of the recipient's work] particularly caught my attention. I am keen to learn more about your journey and any advice you might have for someone starting out in the field.

If you have some time in the coming weeks, I would greatly appreciate the opportunity to speak with you, whether over a coffee or a virtual call.

Thank you for considering my request, and I look forward to the possibility of connecting!

Best regards,

[Your Name]

[Your LinkedIn Profile or Portfolio URL if applicable]