

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Company 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 UX consultant with a background in [briefly describe your experience or expertise]. I came across your [LinkedIn profile/website/mention mutual connection] and was impressed by [specific project, achievement, or aspect of their work related to UX].

I am reaching out to connect because [explain your reason for networking, such as seeking insights, collaboration opportunities, or industry advice]. I believe that your expertise in [specific area of their work] aligns closely with my interests and professional goals.

If you are open to it, I would love to arrange a brief call or coffee chat at your convenience to discuss [specific topics or questions you have]. Thank you for considering my request, and I hope to hear from you soon.

Best regards,

[Your Name]

[Your LinkedIn Profile URL or Portfolio URL]