

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well! It's been a while since we last connected at [mention where you met or a previous interaction], and I wanted to reach out to see how you've been and to catch up.

I've been [brief update about your career or personal life], and I'm currently exploring opportunities in [specific field or industry]. Given your extensive experience and network in this area, I would greatly appreciate any advice you could share or if you could connect me with others in the industry.

I'd love to hear about what you've been working on and how things are going for you at [Recipient's Company]. If you have some time, perhaps we could grab coffee or chat over the phone in the coming weeks?

Thank you so much for considering my request, and I look forward to hearing from you soon!

Warm regards,
[Your Name]