

****WXOW Letter Template for Networking****

[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],

****W - Who You Are:****

I hope this message finds you well. My name is [Your Name], and I am a [Your Job Title/Role] with [Your Company/Organization] specializing in [Your Expertise/Field].

****X - Why You're Reaching Out:****

I am reaching out to expand my professional network and to get insights about [specific topic or industry, e.g., current trends in your field, career advice, etc.]. I greatly admire your work in [Recipient's Area of Expertise] and would appreciate any advice you might have.

****O - What You Offer:****

In exchange, I would be happy to share my insights on [your expertise, projects, or relevant topics], which I hope might be beneficial to you as well.

****W - A Call to Action:****

Would you be open to a brief virtual coffee chat in the coming weeks? I would be grateful for the opportunity to learn from your experiences. Thank you for considering my request. I look forward to the possibility of connecting!

Warm regards,

[Your Name]

[Your Job Title]

[Your Company/Organization]

[Your LinkedIn Profile (if applicable)]