

[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 currently [your current status, e.g., a recent graduate, a professional in your field, etc.]. I came across your profile on [platform or event, e.g., LinkedIn, a networking event] and was impressed by your work in [specific area or project related to recipient's expertise].

I am reaching out to connect and learn more about your experiences at [Company Name/Industry]. I am particularly interested in [specific interests or topics related to recipient's work] and would appreciate any insights you could share.

Would you be open to a brief conversation or coffee chat? I would love the opportunity to hear your thoughts on [specific topic or question] and gain advice on how to navigate [your field].

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

Best regards,  
[Your Name]