

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am currently [Your Current Role/Position] with experience in [Your Industry/Field]. I am reaching out to expand my professional network and explore potential opportunities in [specific area, e.g., digital marketing, software development].

I have a strong interest in [specific topics or industries relevant to the recipient], and I believe that connecting with you could provide valuable insights and guidance. With your expertise as a [Recipient's Role] at [Company Name], I would greatly appreciate any advice you might have or insights into current trends and opportunities in our field. If you're open to it, I would love to schedule a brief call or coffee chat at your convenience. Thank you for considering my request; I look forward to the possibility of connecting.

Warm regards,

[Your Name]

[LinkedIn Profile URL (if applicable)]