

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's 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 brief introduction about yourself and your role]. I came across your profile while [mention how you found them, e.g., on LinkedIn, through a mutual connection, etc.], and I was impressed by [specific detail about their work or achievements].

I am reaching out to connect and explore potential opportunities for collaboration between our businesses. I believe that [specific reason for reaching out, such as shared interests or goals] could lead to mutually beneficial outcomes.

If you are open to it, I would love to schedule a brief call or meeting to discuss this further. I am flexible with timing and can adjust to your schedule.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]