

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

[Recipient's Name]  
[Recipient's 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 position, e.g., a graduate student in Marketing, a professional with 5 years of experience in finance, etc.]. I came across your profile on [platform, e.g., LinkedIn] and was impressed by your work in [specific area or project].

As I am looking to expand my professional network and learn more about [specific industry or field], I would greatly appreciate the opportunity to connect and possibly discuss your experience at [Company Name]. I believe your insights would be invaluable as I seek to [specific goal, e.g., transition into a new role, gain more knowledge about the industry, etc.].

If you are available, I would love to schedule a brief [phone call/coffee meeting] at your convenience. Thank you for considering my request, and I look forward to the possibility of connecting.

Warm regards,

[Your Name]

[Your LinkedIn Profile URL (optional)]

[Your Job Title or Area of Interest]