

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[Your 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 [a description of your current position, education, or background]. I came across your profile through [how you found the recipient, e.g., LinkedIn, mutual connection], and I was impressed by your work in [specific aspect of their expertise or company].

I am reaching out to express my interest in exploring potential job opportunities within [Company Name] or any guidance you might have regarding [specific field or position]. With my experience in [briefly describe your relevant experience or skills], I believe I could contribute positively to your team.

If you have a moment, I would greatly appreciate the opportunity to connect, whether through a brief phone call or a coffee chat. Thank you for your time, and I hope to hear from you soon.

Warm regards,

[Your Name]