

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Current Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Dear [Recipient Name],

I am writing to you because [mention how you found them: e.g., I have been following your work in the field of X / our mutual connection, [Name], suggested I reach out]. As someone with a deep interest in [Specific Industry or Niche], I have long admired [Company Name]'s approach to [specific project, value, or initiative].

Currently, I am [briefly state your current role or status]. My background includes [1-2 sentences highlighting a specific achievement or skill relevant to their field]. I am particularly interested in how your team navigates [specific industry challenge or topic].

I am not reaching out to inquire about a specific job opening, but rather to ask if you might be open to a brief 15-minute virtual coffee or informational interview. I would value the opportunity to hear your perspective on the future of [Industry] and any advice you might have for a professional with my background.

I understand your time is exceptionally valuable, and I would be happy to work around your schedule. Thank you for your time and for the contribution you make to the [Industry Name] community.

Best regards,

[Your Signature]
[Your Printed Name]