

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

[Date]

Dear [Recipient Name],

I am reaching out to you because *[Mutual Connection Name]* suggested I connect with you regarding your work at *[Company Name]*. I have long admired *[specific project or company achievement]* and value *[Mutual Connection's Name]*'s high regard for your expertise in *[Industry/Department]*.

Currently, I am *[Briefly describe current role or status]* with a focus on *[Core Skill 1]* and *[Core Skill 2]*. Given your experience in *[Recipient's Area of Expertise]*, I would appreciate the opportunity to briefly discuss how my background in *[Relevant Industry/Skill]* might align with the goals of your team or the broader organization.

I have attached my resume for your reference. If you are available, I would love to schedule a brief 15-minute call or coffee at your convenience to learn more about the culture at *[Company Name]* and share how I hope to contribute to the field.

Thank you for your time and consideration.

Best regards,

[Your Name]