

Subject: [Your Name/Company Name] - [Role Title] Opportunity

Dear [Candidate Name],

I have been following your work at [Candidate's Current Company], specifically your recent involvement in [Specific Project or Achievement]. Your background in [Specific Skill] and your approach to [Industry Problem] caught my attention.

I am currently building out the [Department Name] team at [Your Company Name], and we are looking for a [Job Title] who can help us [Primary Goal of Role]. Given your experience with [Key Qualification], I thought there might be a strong alignment between your career trajectory and our current mission.

I understand you may not be actively looking for a new role right now, but I would love to share more about our culture and the impact this position will have.

Are you open to a brief, 15-minute introductory call on [Day of Week] at [Time]? If not, I would still value the chance to connect and keep in touch for the future.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Link to Portfolio/LinkedIn]