

[Your Full Name]

[Your Graduation Year & Major]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile URL]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

Dear [Recipient Last Name],

As a fellow alumnus/alumna of [University Name], I am reaching out to you through the Alumni Networking Circle. I have been following your career path at [Company Name] with great interest, particularly your recent work in [Specific Area or Project].

I am currently a [Current Job Title or Student Status] looking to transition into [Target Industry/Role]. Given our shared background in the [Department/Major] department, I would greatly appreciate the opportunity to hear your perspective on the current landscape of the industry and any advice you might have for a fellow graduate.

My background includes [Brief Mention of Key Skill or Experience], and I am eager to apply these skills within a professional environment similar to yours. I am not seeking a specific job opening at this moment, but rather seeking to expand my professional circle with insights from experienced alumni.

Would you be available for a brief 15-minute virtual coffee or a phone call sometime in the next two weeks? I am happy to work around your schedule.

Thank you for your time and for considering my request. Go [University Mascot/Team Name]!

Best regards,

[Your Scanned Signature]

[Your Typed Name]