

[Your Full Name]
[Your Professional Title or Major]
[Your Phone Number] | [Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]

Dear [Recipient's Last Name],

I am a fellow graduate of [University Name], having recently completed my degree in [Your Major/Field]. I am reaching out to you because I noticed your impressive career path in [Industry/Field] and your current role at [Company Name].

As I begin my own professional journey in [Target Industry], I am eager to connect with alumni who have successfully navigated this space. I am particularly interested in your experience with [Specific Project, Skill, or Department mentioned in their profile]. Your perspective on how [University Name] prepared you for these challenges would be incredibly valuable to me.

I am currently exploring opportunities where I can apply my skills in [Skill A] and [Skill B]. If your schedule permits, I would appreciate the opportunity to ask a few questions during a brief 15-minute informational interview or virtual coffee. I am happy to work around your availability.

Thank you for your time and for considering my request. I look forward to the possibility of connecting with a fellow [University Mascot/Nickname].

Sincerely,

[Your Signature]

[Your Printed Name]