

[Your Full Name]
[Your Title/Company]
[Phone Number]
[Email Address]

[Date]

[Prospect Name]
[Prospect Title]
[Company Name]

Subject: Meeting request at [Event Name]: [Your Company] x [Prospect Company]

Dear [Prospect Last Name],

With [Event Name] approaching in [City/Month], I noticed that [Prospect Company] will be attending. Given your recent focus on [Specific Industry Challenge or Goal], I believe a brief introduction could be highly beneficial for your upcoming projects.

At [Your Company], we help organizations like yours [Brief One-Sentence Value Proposition]. I would value the opportunity to discuss how our [Product/Service] specifically aligns with your goals for [Current Year].

Do you have 15 minutes for a brief coffee meeting during the event? I have the following slots available:

- [Day 1]: [Time Range]
- [Day 2]: [Time Range]

If these don't work, I am happy to adjust to your schedule. You can also book a time directly via my calendar link: [\[Link\]](#).

I look forward to potentially connecting in person.

Best regards,

[Your Signature]