

[Your Full Name]
[Your Current Position/Title]
[Your Institution/Department]
[Your Email Address]
[Date]

[Recipient's Full Name]
[Recipient's Title]
[Recipient's Department]
[Recipient's Institution]

Dear Dr. [Recipient's Last Name], I am a [Your Year] [Your Position, e.g., Doctoral Candidate/Postdoctoral Fellow] at [Your Institution] specializing in [Your Specific Research Field]. I have followed your work on [Specific Paper or Project Name] with great interest, particularly your findings regarding [Specific Aspect of Their Work]. I am writing to introduce myself as my current research focuses on [Brief Description of Your Research Project]. Given the alignment between your expertise in [Their Expertise] and my investigation into [Your Topic], I would value the opportunity to briefly connect. I am particularly interested in discussing [Specific Question or Potential Synergy]. If your schedule permits, would you be available for a brief 15-minute virtual meeting or a coffee during the [Name of Upcoming Conference] in [Month]? Thank you for your time and for your contributions to the field of [Field Name]. I have attached my CV for your reference. Sincerely, [Your Signature] [Your Printed Name]