

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile Link]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]

Dear [Recipient Name],

I am reaching out to you as a fellow Strategic Project Management professional with a deep interest in [Organization Name]'s recent initiatives regarding [specific project or industry trend]. Having followed your work in [mention a specific achievement or department], I am impressed by your team's approach to aligning project portfolios with long-term corporate strategy.

Currently, I am [mention current role or transition status], specializing in PMO framework design and value realization. In my previous experience at [Previous Company], I led efforts to [mention a key SPMO metric, e.g., improve project throughput or reduce budget variance by X%]. I am eager to discuss how my background in strategic governance and cross-functional leadership might align with the future goals of your office.

I understand your schedule is demanding, but I would appreciate the opportunity for a brief 15-minute introductory conversation or "virtual coffee." I am particularly interested in your perspective on [mention a specific industry challenge].

Thank you for your time and for the impact you are making in the PMO community.

Best regards,

[Your Name]