

Subject: Coffee chat? / [Your Name] & [Recipient's Name]

Dear [Recipient Name],

I hope you are having a productive week.

I have been following your work at [Company/Organization] and was particularly impressed by [specific project or achievement]. As someone interested in [your industry/interest area], I would love to learn more about your career journey and perspective.

Would you be open to a brief, 15-20 minute coffee chat (in-person or virtual) sometime next week? I want to be respectful of your time, so I am happy to work around your schedule.

There is absolutely no obligation to say yes, and I completely understand if your schedule is currently too full.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile]