

[Your Name]
[Your Title]
[Your Company]
[Date]

[Client Name]
[Client Company]

Subject: Catching up / Hello from [Your Company]

Dear [Client Name],

I hope this email finds you well. It has been some time since we last worked together on [Project Name/Service], and I wanted to reach out to see how things are progressing with [Client's Company Name].

Since we last spoke, I have transitioned into a new role as [Your Current Title] and our team has expanded our capabilities to include [Briefly mention 1-2 new services or updates]. I thought of you recently because [mention a specific reason, like a recent industry trend or a memory of their project].

I would love to hear about your current goals for this year and see if there is any way I can support your upcoming initiatives. Would you be open to a brief 10-minute catch-up call next week?

Regardless of whether you have an immediate need, I look forward to hearing how you are doing.

Best regards,

[Your Signature]
[Your Phone Number]
[Your Website]