

[Your Name]
[Your Job Title]
[Your Phone Number]
[Your Email Address]
[Link to Portfolio/LinkedIn]

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]

Subject: Reconnecting / Update: Reaching [Milestone Name]

Dear [Recipient Name],

I hope you are doing well. It has been some time since we last spoke, and I wanted to reach out to share an exciting milestone in my professional journey.

I am pleased to announce that I have recently [describe the milestone, e.g., completed my 100th project, earned my Senior Certification, or reached 10 years in the industry]. This achievement has given me the opportunity to reflect on my growth and the valuable connections I have made along the way.

During this period, I have gained significant experience in [mention 1-2 key skills or areas of expertise]. Given your work in [Recipient's industry or department], I thought this might be a great time to reintroduce myself and my updated capabilities.

I would love to hear about your recent projects at [Company Name] and explore if there are any ways my evolved skill set could be of value to you or your team in the future.

Are you available for a brief catch-up call or a coffee next week? I look forward to hearing from you.

Best regards,

[Your Signature]