

Subject: Coffee Meeting Invitation - [Your Name/Company]

Dear [Recipient Name],

My name is [Your Name] and I am with [Your Company/Organization]. I have been following your work regarding [Topic/Industry] and I am very impressed by [Specific Achievement or Project].

I am writing to see if you would be open to a brief coffee meeting. I would love to introduce myself, learn more about your experience in [Area of Interest], and discuss how we might be able to support each other's goals.

I am happy to meet at a location of your choice or at a local cafe near your office. Alternatively, we can jump on a quick 15-minute virtual coffee call.

Are you available at any of the following times?

- [Date/Time 1]
- [Date/Time 2]
- [Date/Time 3]

If none of these work for you, please let me know a time that fits your schedule.

I look forward to hearing from you.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Phone Number]  
[Your LinkedIn Profile/Website]