

Subject: Catch up over coffee?

Dear [Recipient Name],

I hope you are doing well.

It has been a while since we last spoke, and I would love to hear how things are going with you and your work at [Recipient's Company/Project].

Are you available for a brief, 20-minute coffee meeting sometime next week? I am happy to come to a location convenient for you or meet virtually if that works better.

Please let me know if you have any availability on [Day] or [Day] at [Time].

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile]