

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Alumni Name]
[Title]
[Law Firm or Organization Name]
[Address]

Dear [Mr./Ms./Mx. Surname],

My name is [Your Name] and I am a [1L/2L/3L/Recent Graduate] at [Law School Name]. I am reaching out to you because I noticed on [LinkedIn/Alumni Directory] that you are a fellow graduate practicing in [Practice Area, e.g., Intellectual Property/Commercial Litigation].

I am very interested in [Practice Area] and have followed [Firm Name]'s work regarding [Specific Case or Reputation Point]. As I begin to navigate my own career path, I would greatly value the opportunity to hear about your transition from [Law School Name] to your current role and any advice you might have for someone entering the field.

If your schedule permits, would you be available for a brief 15-minute introductory call or coffee at some point in the next few weeks? I am happy to work around your availability.

I have attached my resume for your reference. Thank you for your time and for any guidance you may be able to provide.

Sincerely,

[Your Name]