[Your Name] [Your Email Address] [Your Phone Number] [Date]

[Recipient's Name] [Recipient's Job Title] [Company Name]

Dear [Recipient's Name],

I hope this email finds you well. I am reaching out to express my interest in connecting with you to learn more about [mention specific topic or area of interest]. I admire your work at [Company Name] and believe your insights would be invaluable to me as I navigate my own career path.

Would you be available for a brief chat or coffee meeting at your convenience? I am eager to hear about your experiences and any advice you may have.

Thank you for considering my request. I look forward to the opportunity to connect.

Best regards, [Your Name]

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