

Subject 1: Introduction: [Your name] <> [Name]

Dear [Name],

I hope this message finds you well. [Insert personal note here]. I am currently exploring new career options. I saw that you are [connected to (name) on LinkedIn, involved in Y organization, working at Y company, working in Y industry, etc.], and I would appreciate it if I could have your help in getting an introduction.

Let me know if this would work for you. Thank you for your time!

Warm regards,
[Your name]

Subject 2: Initiate contact with the person you were introduced to

Before you send the email: Be sure to blind copy (BCC) the person who introduced you!

Dear [Name],

Thanks to your [colleague/friend/state the relationship], [Name], who set up this introduction, I received your email address. I am currently exploring new career options and am interested in the field of [Y] and more specifically, [Z]. Your [job/company] caught my attention because of its [XYZ], and I am hoping to gain your perspective through a conversation. [Name] thought you might be willing to speak with me about your experiences at [company/industry].
Optional: I have attached my [resume, LinkedIn URL, portfolio, etc.] to provide you context regarding my background.

I would welcome the opportunity to speak with you for 10 minutes. Please feel free to contact me at (###) ### – #### or at this email address. I hope to speak with you soon!

Sincerely,
[Your name]

Subject 3: Thanking the person you were introduced to

Before you send the email: Be sure to blind copy (BCC) the person who introduced you!

Dear [Name],

Thank you for taking the time to share your experiences with me [today/yesterday]. I was excited to learn more about [company/job], especially hearing about your experiences in [list specific experiences they mentioned here]. After speaking with you, I have become more enthusiastic about your [company] / [industry].

Thank you again for your time, and wishing you the best as you continue to [X] at [Y]!

Sincerely,
[Your name]

Subject 4: Helping connect others

Dear [Name],

I hope this message finds you well. [Insert personal note here]. My [friend/classmate/colleague] is currently looking into opportunities in [company/industry]. [Insert brief summary of your connection]. Would you be able to spare some time for a short conversation with him/her?

Let me know if this would work for you; if so, I'll forward your contact information. Thanks.

*Warm regards,
[Your name]*