

### Introduce yourself.

My name is **[YOURS]** and I'm a **[CURRENT ROLE, STUDENT STATUS, BRIEF BIO]**.

### Explain the purpose of the meeting.

**[NAME]** suggested I reach out to learn more about the work you're doing in **[FIELD]**.

OR

I have been following your work in **[FIELD]** and would love to learn more about how you got to this point.

### Be flexible.

If you have the time, I would love to connect **[IN PERSON OR ON A CALL]** with you to learn more about your experience, as well as **[COMPANY OR INDUSTRY]**. If you are free next week, I can make myself available any time that is convenient for you.

### Ask for a reply.

Thanks so much for your consideration. If you're open to it, please let me know when would be a good time to talk.

Best,

**[YOUR NAME + CONTACT INFO]**