**Networking Email Template**

**Subject: [Your Subject Line]**

**[Your Name]** [Your Address] [City, State, ZIP Code] [Your Email Address] [Your Phone Number] [Date]

**[Recipient’s Name]** [Recipient’s Title] [Company/Organization Name] [Company/Organization Address] [City, State, ZIP Code]

**Dear [Recipient’s Name],**

**Introduction:** I hope this email finds you well. My name is [Your Name], and I am currently a [Your Position/Year] at [Your University/Company]. I came across your profile on [Platform/Website] and was impressed by your work in [Field/Industry]. I am reaching out to you to seek your advice and insights regarding [specific topic or area of interest].

**Body:** **Brief Background:** I am currently [briefly describe your current role, studies, or position]. My interest in [Field/Industry] has led me to explore various opportunities, and I am particularly interested in [specific aspect or project related to the recipient’s work].

**Reason for Reaching Out:** Given your extensive experience in [Recipient’s Field/Industry], I would greatly appreciate any guidance you can offer on [specific question or topic]. Specifically, I am keen to learn about [specific information you are seeking, e.g., career path, industry trends, skills required, etc.]. I believe your insights would be incredibly valuable as I navigate my career path.

**Request for Meeting:** If you are available, I would love the opportunity to connect with you for a brief meeting or call at your convenience. Even 15-20 minutes of your time would be immensely helpful. I am flexible with my schedule and can adjust to a time that works best for you.

**Closing:** Thank you for considering my request. I understand you have a busy schedule, and I genuinely appreciate any time you can spare. I look forward to the possibility of speaking with you and learning from your experiences.

**Sincerely,**

[Your Name]