

Subject: Coffee? - [Candidate Name] / [Job Title or Industry]

Hi [Candidate Name],

I came across your profile and was really impressed with your background in [Industry/Skill].

I'm currently working on a few roles that seem like they could be a great fit for your experience, but even if the timing isn't right for a move, I'd love to connect for a casual coffee chat.

I'd like to learn more about your career goals and tell you a bit about what I'm seeing in the market right now. Would you be free for 20 minutes next week? We can meet at a cafe near your office or do a quick virtual coffee over Zoom.

Let me know if you're interested and what your schedule looks like.

Best regards,

[Your Name]

[Your Agency Name]