

Subject: Coffee Chat Request: Exploring a transition into [Target Industry/Role]

Dear [Recipient Name],

I hope you are having a productive week.

I am writing to you because I am currently in the process of transitioning my career from [Current Industry/Role] toward [Target Industry/Role]. Having followed your work at [Company Name], I am very impressed by your background in [Specific Area of Expertise].

I would greatly appreciate the opportunity to buy you a cup of coffee (or have a brief 15-minute virtual chat) to ask a few questions about your experience in the field and any advice you might have for someone making a pivot into this industry.

I understand your time is valuable, and I am happy to work around your schedule. Are you available at any of the following times?

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

Thank you for considering my request. I look forward to hearing from you.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile Link]