

Subject: Casual Conversation / [Company Name]

Dear [Candidate Name],

I have been following your work at [Candidate's Current Company] and have been very impressed with your track record in [Specific Industry/Field].

I am currently looking to connect with established leaders as we explore future directions for our executive team at [Company Name]. Rather than a formal interview, I would value the opportunity to grab a coffee and hear your thoughts on the current landscape of [Industry].

This would be a completely casual, no-pressure conversation to get to know one another and see if our visions align for the long term.

Are you available for a 30-minute chat next week? I am happy to meet at a location convenient for you or host you at our office.

Best regards,

[Your Name]

[Your Title]

[Company Name]