

Subject: Invitation: Introductory Coffee Chat - [Agency Name] / [Candidate Name]

Dear [Candidate Name],

I hope this email finds you well.

I am [Your Name] from [Agency Name]. I have been following your professional progress at [Current Company/Industry], and I am very impressed with your background in [Specific Skill or Role].

I would love to invite you for an informal coffee chat-either in person or virtually-to learn more about your career aspirations and to introduce you to some of the exclusive opportunities we are currently managing for our clients.

This is not a formal interview, but rather a chance to network and discuss how we might support your future career growth.

Are you available for a 15-20 minute conversation on any of the following days?

- [Day, Date] at [Time]
- [Day, Date] at [Time]
- [Day, Date] at [Time]

If these times do not work for you, please let me know your availability, and I will be happy to coordinate around your schedule.

I look forward to connecting with you.

Best regards,

[Your Name]  
[Your Job Title]  
[Agency Name]  
[Phone Number]  
[LinkedIn Profile Link]