



**Title**

Get Reconnected: Strengthen Your Network

**Description**

Reach out after a long disconnect to move a contact into your network of closer colleagues.

**E-mail subject line**

[Michelle]: can I move you up on my networking “speed dial”?

**E-mail body**

Dear [Michelle],

I hope this note finds you well—it’s been, what, [six months] since we last connected? [I take it you’re still enjoying those mild North Carolina summers ... I know how you dreaded sweltering in Florida for all those years.]

[Michelle], I know you’re busy so I’ll get right to the point. I’m shoring up my professional networking with an eye towards being better able to serve the folks in it—like you—as well as to keep the doors open for potential future opportunities—for both of us!

Could you send me your latest contact information? Mine is as follows:

Phone:

Cell:

LinkedIn:

What’s top of mind for you these days? Is there anything I can help you with—connections you might need, ideas you might want to bounce? I’m here to help.

[If you’re free, maybe we can even swap ideas over lunch soon.]

Warm regards,

[Jane Doe]