



Title

Get Reconnected: Schedule a Meeting

Description

Reintroduce yourself to and ask for a meeting with someone who might not remember you.

E-mail subject line

Marie: Worked with you on [the NC State project]; can we reconnect?

E-mail body

Dear Marie,

Greetings! I hope you have been well.

When we [worked together] on the [NC State project several years ago], I considered you the [Goddess of the Breakthrough Idea] who [developed just the right method the NC State team was looking for—the method that brought us success]!

In the event you don't remember me, allow me to briefly reintroduce myself: I'm [Jane Doe, Creative Director at the Applebaum Cherry Agency in Cleveland].

I'm writing you now because I'd like to add you to my professional network.

You see, in my position, I frequently work and connect with people who I think would bring great synergies to you and your organization—and I'd like to create a relationship between us that enables me to point these folks your way.

I'd love to share my ideas about how we might best help each other. Would you be up for a phone or in-person meeting in the next few weeks? I'll be in your area for a conference the third week of April ... or would be glad to swing a 30-minute call at your convenience.

Thanks, [Marie]. I look forward to your reply.

Warm regards,

[Jane Doe]