

# LinkedIn Invitation to Known Contact

## Casual

Hi, (Name),

I was glad to come across your profile on LinkedIn. It's been a while since we worked together at XX company, but I'd like reconnect via LinkedIn.

If you have time, let's get together for coffee soon to catch up!

Warm Regards,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number

*\*LinkedIn Invitations will not allow you to include an email address. Therefore, you may type out the email domain as suggested above.*

## Formal

Hello, (Name),

We haven't seen each other since our time together at XX company, and I'm glad to see that you've done well since then. I would like to reconnect through LinkedIn, and perhaps get together to catch up. It would be great to hear what you're doing at XX company.

Thank you,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number



# LinkedIn Invitation to Unknown Contact

## Fellow Group Member

Dear (Name),

I came across your name/profile on LinkedIn and see that we belong to the same Group (name Group). I also see that you have a very unique background in XX industry, and I'd be curious to speak with you about what you're seeing in your industry and the local market. Would you be open to a 10 minute conversation? I'd love to hear your perspective on XYZ.

I appreciate your time and look forward to a mutually beneficial connection.

Thank you,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number

## OR

Dear (Name),

I was very intrigued by your response within the Group (name Group) around how (make a connection about a topic that was discussed within the Group). You come across as very knowledgeable in this area and I'd like to hear your thoughts on XX. Would you be open to a 10 minute conversation?

I appreciate your time and look forward to a mutually beneficial connection.

Thank you,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number



# LinkedIn Invitation to Unknown Contact

## **Target Company Contact, No close LI Connection (least likely to get a response)**

Dear (Name),

I came across your name/profile on LinkedIn and see that you have a very unique background in XX industry. I'm looking for professionals to speak with as I'm interested in taking my career in that direction. Would you be open to a 10 minute conversation about what you're seeing in your industry/function and the local market? It would be great to hear your perspective.

I appreciate your time and look forward to a mutually beneficial connection.

Thank you,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number

## **OR**

Dear (Name),

I am a Marketing Executive with 15+ years in the Telecommunications industry. Currently, I am going through a transition where I am eager to look into new areas. I would like to connect with you to ask your advice and learn about your area of expertise/industry. If you have time, would you be open to a 10-15 minute conversation?

I appreciate your time and look forward to a mutually beneficial connection.

Thank you,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number



# LinkedIn Invitation to Recruiter

## **Invitation to 3rd Party Recruiter to Join Network and/or InMail Message**

Hello (Recruiter Name),

I came across your profile and I understand that you're currently sourcing for XX positions and with XX companies. I have worked with companies such as XX, XY, XZ, and have built a solid network within the XX industry. I think I may be able to provide some referrals to corporate clients for you.

Would you be open to a 10 minute conversation on how I can help you? I will call you within the next two days to follow up.

Thank you!

Your Name

EmailAddress [at] email [dot] com

Phone Number

## **Invitation to Internal Recruiter to Join Network and/or InMail Message:**

Hello (Recruiter Name),

I came across your profile and I understand that you're currently sourcing for XX positions and with XX company. My background is a solid match for XX position, please check out my profile for more information, and of course, I would be happy to talk with you if you think I'm a fit for the positions you're filling.

Also, I have been following Company XX for the last year(s), and have been so impressed with the (insert recent fact about company based on research) One thing that continues to fascinate me is the cultural shift within organizations. I would like to stay in the loop on all of the positive activity within your company. Would you be open to connecting with me on LinkedIn so I can continue to follow your company's progress?

Thank you,

Your Name

EmailAddress [at] email [dot] com

Phone Number



# LinkedIn Introduction Requests

## To your 1<sup>st</sup> degree contact

Hi, (Name),

I see that you are connected to XX and I am very interested in speaking with him/her about his/her experience at the company/industry. Please let me know if you are comfortable forwarding this introduction. Thank you in advance!

Warm Regards,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number

## To 2<sup>nd</sup> degree contact you to whom you are being introduced

Dear (Name),

I am looking to network with experienced XX professionals to learn more about XX. I've connected with our mutual contact, *(insert 1st degree connection name)*, and asked for an introduction through LinkedIn. I see that you are currently working at XX company (or work within the XX industry) as an XX Director and I would love to hear your thoughts on the following:

*(List 1-2 specific questions you have, to make them feel more comfortable about why you are reaching out to them...)*

- 1.) Strategies for...
- 2.) Advice about...
- 3.) Information / best practices on...

If you would be open to a 10-15 minute phone conversation, I would very much appreciate your time!

I look forward to speaking with you!

Thank you,  
Your Name  
EmailAddress [at] email [dot] com  
Phone Number