

Yes Yes Marsha

“Nice to Meet You”

+ Coffee or Skype ask template

Hi [name],

It was lovely to meet you at [event]. [Reference to conversation. If none, reference to the event – eg “Wasn't it an amazing party? Loved the magicians!”].

[ADD VALUE, ideally having researched them some more].

Do you have 20 minutes free sometime in the next few weeks, when I could buy you a coffee and ask you about [specific topic or question]?*

I appreciate that you're a busy person, so I'll gladly meet when and where is most convenient for you.

If you have two mins to hit reply and let me know, that would be fantastic.

All the best,

[Your name]

[Your email address]

[Your phone number]

[Your website if you have one]

*for Skype, I'd suggest:

Would you have 10/15 minutes free sometime in the next few weeks when I could call or skype and ask you about [specific topic(s) or question(s)]?

I appreciate that you're a busy person, so we can do it when it's most convenient for you.