Warm introduction request: three messages

Ask someone you know to introduce you to someone they know. Adapt the words so they are true for you.

1. To the person who knows them (example: Maya)

Hi Maya, I saw you know Tomas Weber at Northgate Logistics. I am looking for advice on moving from operations into supply planning, and he has done it. Would you be comfortable introducing us? If not, no problem at all. I have written a short note below that you can forward as it is.

2. The note Maya can forward

Tomas, meet Ines. She runs operations at a food distributor and is moving into supply planning. She would value ten minutes of your view on how you made the move. Ines, Tomas. I will leave you two to find a time.

3. After it worked

Thank you, Maya. Tomas and I spoke yesterday and it was very useful. I will let you know how it turns out.

Before you send

- [ ] I said why this person, not just that I want a contact.
- [ ] I made it easy to say no.
- [ ] I wrote the forwardable note, so the helper only has to forward it.
- [ ] I will thank the helper and tell them what happened.

Who I will ask, and who I hope to meet

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