Subject Line: [COMPANY NAME]: [JOB TITLE] Interview Opportunity

Hi [FIRST NAME],

I am [YOUR JOB TITLE] at [COMPANY NAME], and we’re currently looking for a [OPEN JOB TITLE] to join our team. [CONTACT NAME] spoke very highly of your [SKILLS] and recommended you for the role.

I took a look at some of your work online, and given your experience, I think you’d be an excellent fit for the role. This is a great opportunity to learn more about [YOUR INDUSTRY] alongside an ambitious team.

I’d love to hear more about you and talk to you about the role. Are you available for a 15-minute phone call sometime tomorrow?

Let me know!

Best,

[YOUR NAME]

[YOUR EMAIL SIGNATURE]