
LinkedIn Communication Templates



LinkedIn Templates

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Introductions

Requests for Introductions by Others:

Known - You know the person who is requesting the Introduction:

Dear (Name),

Please consider the introduction from (Introducee). I have known (Introducee) for a while, and am comfortable passing his / her request on to you. If you have any questions about (Introducee) please don't hesitate to contact me.

Sincerely,
Name
Company
Email Address
Phone

Unknown - Uncomfortable with Introduction request

Reply to Person Requesting the Introduction - if you are not comfortable with the request:

Dear (Name),

I will be happy to forward you request with more information. Please let me know:

- 1) Do you know the person you are referring to through me?
- 2) Is the idea/proposal/plan/information the person is seeking to send to/through me something you know about and can vouch for (the quality)?
- 3) "Other" reason you think it is worth your/my time and credibility to support this request.

Please DO NOT ask me to just blindly forward a request without some sort of information like the examples listed above.

Sincerely,
Name
Company
Email Address
Phone

Unknown - Comfortable with the Request

Forwarding the Introduction with a caveat:

Dear (Name),

(Name) is in my network, although I cannot personally vouch for them. I am forwarding their request, but please feel free to let me know if this person inconveniences you in anyway, and I shall remove them from my network.

Sincerely,
Name
Company
Email Address
Phone

Requesting an

Introduction Known

Dear (Introducer),

I was hoping you had a few minutes to forward this introduction to (Name).

I'm focused on growing my LinkedIn network with interesting/influential/thought leaders in the (niche industry)

I was doing a search on LinkedIn and came across (name's) profile – I noticed he/she does (mention something from profile) and would love to connect and possible chat with (name)

If you don't have the time, or are not comfortable introducing us for whatever reason, no problem – please just let me know (so I can withdraw the request).

Sincerely,
Name
Company
Email Address
Phone

Unknown

Dear (Name),

Can you please forward this introduction to (Name). I found him/her in my LinkedIn research, and would really like to connect to (explanation).

If you have any more questions about my request to connect, please feel free to ask!

Sincerely,

Name

Company

Email Address

Phone

Invitations

Responding to Invitations:

Known

Dear (Name),

It's good to hear from you! I see from your profile on LinkedIn that you are now (something from profile.) Congratulations! Is there anyway I can help you to succeed in your ventures? Please let mw know who would be a good contact for you, and if I can introduce you to anyone in my network.

Thanks again for your invitation, and if you have any questions for me, please don't hesitate to reach out.

Sincerely,

Name

Company

Email Address

Phone

Unknown: Response to Invitation

Dear (Name),

Thank you so much for inviting me to connect, and entrusting me with your network. I'm a strong believer in networking, so please let me know how I can be of service to you.

Can I can introduce you to anyone in my network?

Here's an article I just wrote/read that you might find interesting: (link to article)

If you ever need any (description of service: temporary skilled or unskilled labor,) please let me know.

Signature

Email

Phone

Tagline

Alternate Unknown

Dear (Name),

With so many valuable people on here, I'm always open to exploring new synergies to help one another out. Please let me know how I can be of service to you.

In the vein of service, here are a few valuable (and free) things I have to offer:

Sincerely,

Name

Company

Email Address

Phone

Invitations

Sending Invitations

Known

Dear (Name),

So great to find you on LinkedIn! How are you? What are you up to? I'm hoping you will accept my invitation to join my network - but if you feel you have received this message in error, or simply don't want to connect, please just "ignore" this invitation.

Thank you,

Name

Phone

(LinkedIn will not allow you to add an email address or web address to an invitation)

Unknown

Dear (Name),

I was searching on LinkedIn (Niche) experts to strategically grow my network and your profile came up. Even though we are not (friends/colleagues/etc.) I'd love to connect.

If you feel you've received this message in error or simply don't want to connect, please just ignore this message.

Thank you,

Name

Phone

(LinkedIn will not allow you to add an email address or web address to an invitation)

Alternate Invitation

Dear (Name),

I recently I decided to strategically grow my network on LinkedIn. When looking at your profile you look like you might be a great connection. I'm hoping you're willing to accept?

If you feel you've received this invitation in error or simply don't want to connect, please just ignore this invitation.

Signature (no email addresses allowed)

Messages

3/3/3

Unknown

Sending a message to someone you are connected to but don't know (through "My Connections" or through "Groups")

Hi (Name),

I was recently visiting my Contacts page on LinkedIn, and came across your profile. I realized we don't know each other very well, but I was interested to learn (something from profile) in your profile. Please let me know if I can ever help you in any way. Wishing you success in all you do,

Sincerely,
Name
Company
Email Address
Phone

Known

Someone you have not connected with lately

Hi (Name),

I realized it's been a long time since we connected. I found your name when I was looking through my LinkedIn contacts and thought I'd reach out and see how you are doing. Please let me know if I can ever help you in any way. Wishing you success in all you do.

Sincerely,
Name
Company
Email Address
Phone

InMail

Dear (Name),

We share a network on LinkedIn and I just wanted to reach out to you.

Brief explanation of purpose of InMail: We provide skilled and unskilled labor to warehousing, shipping, deliver etc businesses. If you ever need an temporary help, please let me know)

Value Proposition: Why should they use you?

Request for follow-up action: If you would like to connect on LinkedIn, please let me know. I'd be happy to send you an invitation.

Signature

Email

Phone

Tagline

Groups Responses (Templates)

Request to Join Template

Dear (Name),

Thank you for requesting to join our group (Group Name)

We are a (describe) Group created to (define)

The benefits of joining this group are: (list)

We are accepting into this group people who are: (list requirements)

I will review your request and respond within (#) hours

(You might also include an invitation to connect with you directly if you are an open networker - provide them with the link to your LinkedIn personal profile)

Sincerely,

Name

Company

Email
Address
Phone

Group Acceptance Template

Welcome to our group (group name).

Purpose of the group is to...

What the group offers: valuable information for....

Rules of the group (no overt advertising of your service or product - please use promotions for those communications)

I also invite you connect with me on LinkedIn. Since we now share a group, please choose the "group" option, or use my email address: name@mail.com when inviting.

Sincerely,
Name
Company
Email Address
Phone

Decline Message:

Thank you for your interest in our group. At this time we are only accepting (locals, business people, existing members of park office). I appreciate your interest! I will record your name, and if our group ever opens up beyond the existing restrictions, I will be sure to let you know.

Sincerely,