

Subject: Request for Informational Interview

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [Your Position/Background]. I have a strong interest in [specific field or role] and have been following [Company Name] for some time now.

I'm reaching out to kindly request a brief informational interview with you. I would love the opportunity to learn more about your experience at [Company Name] and gain insights into [specific topics or roles]. Your expertise in the industry is very inspiring, and I believe speaking with you would greatly help me in my career development.

If you are available, I would appreciate even a short conversation over coffee or a phone call at your convenience. I understand your schedule is busy, and I sincerely appreciate any time you could spare.

Thank you very much for considering my request. I look forward to the opportunity to connect and learn from your experience.

Best regards,

[Your Name]

[Your LinkedIn Profile or Website]

[Your Phone Number]

[Your Email Address]