

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for an interview regarding [topic or project name]. I understand that your schedule is quite busy, but I believe this discussion could provide valuable insights for our audience.

If you are available, I would love to arrange a time that works best for you. Please let me know what your availability looks like over the next week.

Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]