

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an interview with you to discuss [specific topic or issue]. We believe your insights would be valuable for our audience at [Your Organization].

We are looking to conduct the interview at a time that is convenient for you, and can be done [in-person/over the phone/via video call]. The interview should take approximately [duration] minutes.

Please let us know your availability for the coming weeks. We greatly appreciate your consideration and look forward to the possibility of discussing [specific topic] with you.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]