

Letter of Appeal for an Informational Interview

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current position or status, e.g., a graduate student at XYZ University]. I am reaching out to express my genuine interest in the field of [specific field or industry] and to request a brief informational interview with you.

Your extensive experience in [recipient's field or specific role] has truly inspired me, and I would greatly appreciate the opportunity to learn from your insights and experiences. I am particularly interested in [specific topics or questions you might have], and I believe that your guidance could significantly impact my career decisions.

If possible, I would love to schedule a 20-30 minute conversation at your convenience. I am flexible with timings and can adjust to your schedule. Thank you very much for considering my request. I look forward to the possibility of speaking with you.

Warm regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website, if applicable]