

John Doe
123 Main Street
Anytown, ST 12345
johndoe@email.com
(123) 456-7890
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is John Doe, and I am currently [your position, e.g., a recent graduate, a career changer, etc.]. I am very interested in [specific field or company], and I came across your profile while researching [mention how you found them, e.g., LinkedIn, company website].

I would greatly appreciate the opportunity to speak with you regarding your career path and any insights you may have about working in [specific field or company]. If you are available for a brief informational interview, I would be grateful for the chance to learn from your experiences.

Thank you for considering my request. I am happy to work around your schedule and can be flexible with timing. I look forward to the possibility of connecting with you.

Sincerely,
John Doe