

Subject: Request for Informational Interview

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position, e.g., a student at XYZ University, an aspiring professional in the XYZ field, etc.]. I am reaching out to express my desire to learn more about your work in [industry or specific area].

I have a strong interest in [specific topics or fields of interest related to their work], and I admire your experience with [mention any specific projects or achievements of the recipient]. I believe that an informational interview with you would greatly enhance my understanding of the field and help me in my career exploration.

If you are available, I would greatly appreciate the opportunity to speak with you briefly at your convenience. I am flexible with timing and can adjust to fit your schedule, whether it be in person, over the phone, or via video call.

Thank you for considering my request. I look forward to the possibility of connecting with you.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]