

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, a recent graduate, etc.]. I am reaching out to express my interest in [specific field or company] and to kindly request an informational interview with you.

I have been following your work in [specific area or project], and I am greatly inspired by [mention any relevant detail about the recipient's expertise or achievements]. I believe that an opportunity to converse with you about your experiences would provide invaluable insights as I navigate my career path.

If possible, I would appreciate the chance to meet [specify time frame, e.g., "for a brief conversation over coffee," or "via a video call" within the next few weeks]. I am more than willing to accommodate your schedule and can work around your availability.

Thank you very much for considering my request. I look forward to the possibility of speaking with you.

Sincerely,
[Your Name]
[Your Contact Information]
[Your LinkedIn Profile (if applicable)]