

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position or field of study, e.g., a recent graduate in Marketing or a professional with 5 years of experience in IT]. I am reaching out to see if you would be willing to meet for an informational interview.

I have been following your work at [Recipient's Company or Relevant Project] and am very impressed by [mention any specific project, achievement, or quality]. As I explore opportunities in [specific field or industry], I would greatly appreciate the chance to learn from your insights and experiences.

If you are available, I would love to connect for a brief conversation at your convenience. I am happy to meet in person or via a phone call/Zoom. Please let me know if there is a time that works for you.

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

Warm regards,

[Your Name]

[Your LinkedIn Profile or Contact Information]