

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your status, e.g., a recent graduate from XYZ University, a professional exploring new opportunities, etc.]. I am very interested in [specific field/industry] and would appreciate the opportunity to learn more about your experience at [Company Name].

I would be grateful if you could spare 20-30 minutes for an informational interview at your convenience. I am eager to understand more about [specific topics you are interested in, e.g., company culture, career paths, current industry trends, etc.], and I believe your insights would be invaluable.

Thank you for considering my request. I look forward to the opportunity to connect with you.

Warm regards,

[Your Name]