

Request for Interview with Senior Management

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to respectfully request an interview with you to discuss [specific topic or purpose of the interview]. I believe your insights would be invaluable for [reason for the interview].

I am available for a conversation at your convenience and would greatly appreciate the opportunity to speak with you. Please let me know a time that works best for you, and I will do my best to accommodate.

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

Sincerely,

[Your Name]