

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 current status, e.g., a student at XYZ University, a recent graduate, etc.]. I have a keen interest in [mention specific field or industry] and came across your profile on [where you found them, e.g., LinkedIn, company website].

I would be grateful for the opportunity to speak with you regarding your experience at [Recipient's Company] and your insights into the industry. If you are available, would you be open to a brief 20-30 minute conversation over coffee or a call in the coming weeks?

Thank you for considering my request. I look forward to the possibility of learning from your experiences.

Sincerely,

[Your Name]

[Your Contact Information]