

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 a [Your Year, e.g., junior] majoring in [Your Major] at [Your University]. I am reaching out to express my interest in the pharmaceutical industry and to seek your guidance regarding internships in this field.

As I explore potential career paths, I am very eager to learn about the experiences of professionals like yourself. I admire your work at [Company Name] and would greatly appreciate the opportunity to have an informational interview with you. I am particularly interested in understanding the skills and qualifications that are essential for success in pharmaceutical internships.

If you are available, I would love to arrange a brief meeting at your convenience--whether it be over coffee, a phone call, or a video chat. Thank you very much for considering my request. I look forward to the possibility of speaking with you.

Warm regards,

[Your Name]  
[Your Phone Number]  
[Your Email Address]