

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]  
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], [Your Title] at [Your Organization]. We are currently working on a feature article focused on [brief description of the topic], and we would love to include your insights and expertise.

We believe that your experience in [specific area related to the topic] would add significant value to the article, and it would be a wonderful opportunity to highlight your work in this field. We would like to schedule an interview with you at your convenience, either in person or via [Zoom/Phone/Other Media].

We are looking to publish the article by [publication date], and it would be great if we could conduct the interview by [preferred date for interview].

Please let us know your availability, and feel free to reach out if you have any questions or require further information.

Thank you for considering our request. We look forward to the possibility of featuring you in our article!

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]