

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 status, e.g., a graduate student in XYZ program at ABC University, or a professional with X years in Y field]. I came across your profile on [where you found them, e.g., LinkedIn, company website] and was truly impressed by your extensive experience in [specific area or role].

I am very interested in pursuing a career in [specific field or position], and I would greatly appreciate the opportunity to learn from your insights and experiences. If you have 20-30 minutes to spare for a coffee chat or a phone call in the coming weeks, I would be grateful for your time.

Thank you for considering my request, and I hope to hear from you soon.

Best regards,

[Your Name]

[Your Contact Information]