

Interview Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [a brief introduction about yourself and your purpose]. I am writing to request an opportunity to interview you regarding [specific topic or focus] as part of my [project, research, or study].

The insights and expertise you possess would greatly benefit my understanding of [specific area]. I am eager to discuss [specific topics of interest] and would appreciate the chance to hear your perspectives.

Could we schedule a time to meet at your convenience? I am flexible and can adjust to your available timings. Thank you for considering my request, and I look forward to the possibility of speaking with you.

Best regards,

[Your Name]

[Your Position/Title]

[Your Organization, if applicable]