

Interview Solicitation Letter

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's 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 [Your Position] at [Your Organization]. We are currently working on an in-depth feature for our magazine that focuses on [briefly explain the topic of the feature]. Given your extensive experience and insights in this field, I would like to invite you for an interview.

The interview would provide an opportunity for you to share your expertise and perspective, and would take approximately [duration] minutes. We can conduct it at your convenience, either via phone, video call, or in person.

We believe that your contributions would greatly enrich our article and provide valuable information to our audience. If you are available, please let me know your preferred times, and I will do my best to accommodate.

Thank you for considering this opportunity. I look forward to the possibility of speaking with you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]