

Subject: Request for an 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 student at XYZ University, a recent graduate, etc.] with a keen interest in pursuing a career in the media industry.

I have been following your work at [Recipient's Company/Organization] and am truly impressed by [specific project, achievement, or aspect of their work]. I would greatly appreciate the opportunity to learn more about your career journey and gain insights into the media field.

If you are available, I would be grateful if we could schedule a brief informational interview at your convenience. I am flexible with timings and can accommodate your schedule. Thank you for considering my request.

I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your LinkedIn Profile or Personal Website]

[Your Email Address]

[Your Phone Number]