

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Position or Student Status] at [Your Institution or Company]. I have a keen interest in pursuing a career in healthcare management and would like to gain insights from experienced professionals in the field.

I am reaching out to request a brief informational interview with you at your convenience. I am eager to learn about your experiences in healthcare management, the challenges you face, and any advice you may have for someone looking to enter this field.

If possible, I would greatly appreciate the opportunity to meet for a coffee or have a phone call at a time that works for you. I am flexible with my schedule and can accommodate your availability.

Thank you very much for considering my request. I look forward to the possibility of speaking with you.

Sincerely,

[Your Name]

[Your Contact Information]