

# Request for Informational Interview

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Institution Name]

[Institution Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position, e.g., a graduate student at XYZ University pursuing a degree in educational administration]. I have a strong interest in [specific area of education administration], and I am eager to learn more about the field from experienced professionals.

I would greatly appreciate the opportunity to speak with you and gain insights from your experiences in education administration. If you are available, I would love to schedule a brief informational interview at your convenience. I understand that your time is valuable, so I would be happy to accommodate your schedule, whether in person, by phone, or via video call.

Thank you very much for considering my request. I look forward to the opportunity to learn from you.

Sincerely,

[Your Name]