

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current status, e.g., a graduate student at XYZ University, a professional with X years of experience in the oil and gas sector, etc.]. I have a keen interest in the oil and gas industry, particularly in [specific area of interest, e.g., exploration, production, sustainability, etc.].

I am reaching out to request an informational interview with you to gain insights into your career path and experiences in the oil and gas sector. I greatly admire [specific aspect of their work or company] and believe that learning about your experiences would be invaluable as I navigate my own career.

If you are available, I would appreciate the opportunity to speak with you at your convenience. I am flexible with timing and can accommodate your schedule, whether over coffee, a phone call, or a video meeting.

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

Sincerely,

[Your Name]