

[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 status-- e.g., a graduate student in aerospace engineering at XYZ University or a recent graduate]. I am reaching out to request an informational interview with you to learn more about [specific area of interest in aerospace engineering, e.g., aircraft design, propulsion systems, etc.].

I have been following your work at [Company Name] and am deeply impressed by [specific project or achievement of the recipient]. I believe your insights would greatly enhance my understanding of the industry and potential career paths.

If you are available, I would appreciate the opportunity to speak with you at your convenience. I am more than willing to accommodate your schedule and can meet via [mention preferences: phone, video call, in-person] at a time that works best for you.

Thank you for considering my request. I look forward to the possibility of speaking with you and learning from your experience.

Sincerely,

[Your Name]