

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Mentor Name]
[Mentor Title]
[Company/Organization Name]

Subject: Following up: Informational Interview Request

Dear [Mentor Name],

I hope you are having a productive week. I am writing to briefly follow up on the note I sent on *[Date of Original Email]* regarding a potential informational interview.

I have been following your work in *[Specific Field/Industry]* and would greatly value the opportunity to hear your perspective on *[Specific Topic or Career Path]*. As a *[Your Current Role/Student Status]*, your insights would be incredibly beneficial as I navigate my own professional development.

I understand you have a very busy schedule. If you are available, I would appreciate 15 to 20 minutes of your time for a brief virtual chat or phone call at your convenience. If now is not a good time, please let me know if there is a better window in the coming months for me to reach out again.

Thank you for your time and for considering my request.

Best regards,

[Your Name]