

*[Your Full Name]*

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*[Your Phone Number]*

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*[Your Email Address]*

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*[LinkedIn Profile URL]*

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*[Date]*

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Dear

*[Recipient's Name]*

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,

I am a fellow alumnus of

*[University Name]*

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, having graduated in

*[Year]*

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with a degree in

*[Major/Field of Study]*

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. I am reaching out because I saw your profile on the

*[Alumni Directory/LinkedIn]*

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and was impressed by your career trajectory in the

*[Industry Name]*

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industry.

Currently, I am

*[mention current status, e.g., pursuing a role in X / finishing a project in Y]*

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. Given your extensive experience at

*[Recipient's Current Company]*

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, I would greatly appreciate the opportunity to ask a few questions about your professional journey and any advice you might have for someone entering this space.

I understand your schedule is likely very busy, but if you have 15-20 minutes for a brief informational interview via phone or video call, it would be incredibly valuable to my professional development. I am particularly interested in learning more about

*[Specific Topic or Department]*

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Thank you for your time and for considering my request. I look forward to the possibility of connecting with a fellow

*[University Mascot/Nickname]*

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Best regards,

*[Your Signature/Typed Name]*

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