

Subject: Informational Interview Request - [Your Name]

Dear [Recipient Name],

My name is [Your Name] and I am a [Current Role/Student Status] at [Organization/University]. I have been following your work in [Industry/Specific Field], particularly your recent involvement in [Specific Project or Achievement].

As I am looking to transition into [Target Industry], I would greatly appreciate the opportunity to ask you a few questions about your career path and your experience at [Recipient's Company]. Your insights would be incredibly valuable as I navigate my own professional development.

Would you be available for a brief 15-20 minute conversation (via phone or video call) sometime during the week of [Date]? I am happy to work around your schedule.

Thank you for your time and consideration.

Best regards,

[Your Name]

[Your Phone Number]

[Your LinkedIn Profile URL]