

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]

Dear [Recipient Name],

I am reaching out to you because [mention mutual connection or how you found their work]. As a professional currently transitioning from [Current/Previous Industry] into [Target Industry], I have long admired [Company Name]'s approach to [specific company project or value].

Throughout my career in [Previous Field], I have developed core strengths in [Skill 1] and [Skill 2]. I am now applying these transferable skills toward a role in [Target Role]. I am particularly interested in how your team handles [specific industry challenge] and would value your perspective on the current landscape of the field.

I am not asking for a job opening, but rather for 15 minutes of your time for a brief informational interview. I would love to hear about your career path and any advice you might have for someone entering the industry with a non-traditional background.

I have attached my resume for context regarding my professional history. Thank you for your time and for considering my request.

Best regards,

[Your Name]