

[Your Name]

[Your Phone Number] | [Your Email]

[LinkedIn Profile URL]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Name],

I am writing to you because of your inspiring work in [Industry/Field] and your specific expertise in [Specific Topic or Project]. As I am currently transitioning my career from [Previous Industry/Role] toward a focus on [Target Industry/Role], I have been following [Company Name]'s recent initiatives with great interest.

While my background is rooted in [Previous Industry], I have spent the last [Time Period] cultivating skills in [Skill 1], [Skill 2], and [Skill 3]. I am particularly adept at [Transferable Achievement], which I believe offers a unique and valuable perspective to the [Target Industry] landscape.

I am not reaching out to ask for a specific job opening, but rather to request 15-20 minutes of your time for an informational interview. I would love to hear your insights on [Specific Question about the Industry] and any advice you might have for someone successfully navigating a pivot into this space.

I have attached my resume for context regarding my professional history. Thank you for your time and for the contribution you make to the [Industry] community.

Best regards,

[Your Name]