

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

[Date]

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

Dear [Recipient Name],

I am a [Current Status/Job Title] at [Current Company or University], and I have been following your work at [Company Name] for some time. I am particularly impressed by your recent work on [Specific Project, Achievement, or Article].

I am currently exploring the [Industry/Field] and am eager to learn more about the career path of successful professionals like yourself. I would greatly appreciate the opportunity to speak with you for 15-20 minutes to ask a few questions about your experience and gain your perspective on the industry.

I understand you are busy, and I am happy to work around your schedule. We could meet via a brief video call or phone conversation at your convenience.

Thank you for considering my request. I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]