

[Your Name]
[Your Degree Program]
[Your University]
[Your Email] | [Your Phone Number] | [LinkedIn Profile URL]

[Date]

[Recipient Name]
[Recipient Title]
[Organization/Company Name]

Dear [Recipient Name/Title],

My name is [Your Name], and I am currently a graduate student pursuing my [Master's/PhD] in [Field of Study] at [University Name]. I am writing to you because [mention a specific reason: e.g., I have been following your work on X, I was referred by Y, or I am deeply interested in your organization's approach to Z].

Throughout my graduate studies, my research and coursework have focused on [Area of Specialization]. I have developed technical proficiency in [Skill A, Skill B, and Skill C], and I am particularly interested in how these applications translate to professional practice within [Industry/Sector Name].

As I prepare to transition into the professional field, I would greatly value the opportunity to learn more about your career path and your insights on the current trends within [Industry Name]. I am not seeking a specific job opening at this moment, but rather hoping to gain perspective from an established professional with your expertise.

Would you be available for a brief 15-20 minute informational interview, either virtually or in person, at a time that is convenient for you? I have attached my CV/Resume for your reference to provide more context regarding my background.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]