

[Your Full Name]  
[Your Degree Program/Major]  
[University Name]  
[Your Email Address]  
[Your Phone Number]  
[Date]

---

[Recipient Name]  
[Recipient Title]  
[Department Name]  
[University/Organization Name]

Dear [Recipient Title and Last Name],

My name is [Your Name] and I am currently a [Year of Study, e.g., Junior/PhD Candidate] in the [Your Department] at [University Name]. I am writing to you because of your significant contributions to [Specific Field or Project Name], which I have been following through [mention a specific paper, lecture, or departmental initiative].

As I progress through my studies, I am particularly interested in exploring the intersection of [Topic A] and [Topic B]. Given your expertise in [Specific Area], I would greatly appreciate the opportunity to ask a few questions regarding your career path and your perspective on upcoming trends within our department's field of research.

If your schedule permits, would you be available for a brief 15-minute introductory meeting or virtual coffee? I am eager to learn from your experience and hear any advice you might have for a student looking to transition into [Specific Career Path or Research Area].

Thank you for your time and for all you do for the [Department Name] community. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]