

Formal request for an informational interview

Subject: Request for Informational Interview

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring career opportunities in [industry/field]. I greatly admire your professional journey and accomplishments at [Company/Organization Name], and I would be grateful for the opportunity to learn more from your experience.

I would like to request a brief informational interview with you, at a time most convenient for your schedule. My intention is not to inquire about job openings but rather to gain valuable insights into the industry, career pathways, and the skills necessary for success.

If you are available, I would be happy to meet virtually or in person, whichever is most convenient for you. Please let me know if you are open to this request, and I will gladly adjust to your availability.

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

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/informational-interview-letter>