

Template for declining a request politely

Subject: Informational Interview Request

Dear [Sender's Name],

Thank you for reaching out and for your kind words regarding my career experience. I truly appreciate your interest and wish you all the best as you pursue opportunities in [industry/role].

Unfortunately, due to my current schedule and commitments, I am unable to accommodate an informational interview at this time. I encourage you to continue networking and exploring the many resources available in this field, as they will provide valuable insights for your journey.

Wishing you success in your career exploration.

Sincerely,

[Your Name]

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