

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [a brief introduction about you, e.g., your position, your connection to the recipient, etc.]. I am reaching out to request an interview regarding [specific topic or interest related to the recipient's expertise or organization].

I am particularly interested in [briefly explain why you are interested or what you hope to discuss], and I believe your insights would be invaluable.

Would you be available for a brief interview at your convenience? I am flexible with timing and can adapt to your schedule.

Thank you for considering my request. I look forward to the opportunity to speak with you.

Best regards,

[Your Name]

[Your Job Title / Affiliation, if applicable]