

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

[Recipient's Name]  
[Recipient's Position]  
[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 of yourself, e.g., a student at XYZ University, a freelance journalist, etc.]. I am writing to seek your permission to conduct an interview with you regarding [specific topic or purpose of the interview].

I believe your insights on [mention the specific issue or subject] would be incredibly valuable, and I would greatly appreciate the opportunity to discuss this with you. The interview would take approximately [duration of the interview], and I am flexible with scheduling a time that is most convenient for you.

Please let me know if this is something you would be willing to consider. I am looking forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Position, if applicable]