

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

[Date]
[Recipient's Name]
[Recipient's Title]
[Company 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 recent graduate from [Your University] with a degree in [Your Degree]. I am reaching out to you because [specific reason for contacting them, such as an interest in their work, a mutual connection, or admiration for their company].

As I begin my career in [Your Field/Industry], I am eager to learn more about [specific topics or areas relevant to the recipient's expertise or company]. I would greatly appreciate the opportunity to connect with you for an informational interview.

Thank you for considering my request. I look forward to the possibility of speaking with you.

Best regards,

[Your Name]

[Your LinkedIn Profile (optional)]