

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [a brief introduction about yourself, e.g., a journalist, researcher, etc.]. I am writing to request an interview with [specific person or group, e.g., a company executive, an expert in a particular field, etc.] for a story I am working on about [topic of interest].

Given [mention any relevant context or connection to the topic], I believe that your insights would be invaluable. I am particularly interested in discussing [specific topics or questions you want to cover].

I am available for a conversation at your earliest convenience and can be flexible with timing to accommodate your schedule. The interview can be conducted via [mention preferred method, e.g., phone, video call, in-person, etc.].

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

Best regards,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]