

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[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 [your current position or a brief introduction about yourself, e.g., "final-year design student" or "aspiring UX designer"]. I have a keen interest in user experience design and the various methodologies employed in creating effective user-centered products.

I came across your profile on [platform, e.g., LinkedIn] and was impressed by your work at [Company Name], especially [mention any specific project or aspect of their work that stands out]. I am eager to learn more about the field of UX design and would be grateful for the opportunity to conduct an informational interview with you.

I would appreciate any insights you can share regarding your career path, the challenges you face in the industry, and your advice for someone looking to enter the field. If you are available, I would love to schedule a 20-30 minute chat at your convenience, either over coffee or a virtual meeting.

Thank you for considering my request. I look forward to the possibility of learning from your experiences!

Best regards,

[Your Name]

[LinkedIn Profile or Portfolio Website link, if applicable]