

Subject: Request for Informational Meeting

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [Your Position/Field of Study] with a keen interest in [specific area of interest]. I came across your profile while [explain how you found them, e.g., LinkedIn, a conference, etc.], and was impressed by your experience in [specific field or relevant topic]. I am reaching out to see if you would be open to a brief informational meeting. I would love to learn more about your career journey, your insights on the industry, and any advice you might have for someone looking to [specific goal, e.g., break into the field, develop certain skills, etc.].

I understand your time is valuable, so I would be grateful for any opportunity to connect. I am flexible and can accommodate your schedule, whether in person, via phone, or video call.

Thank you for considering my request. I look forward to the possibility of connecting!

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]