

Informational Interview Request Email

Dear Adward,

Hope you are doing well.

I am considering a job change and would also like to explore some new career fields. To expand my horizons, I have decided to try for [position] at [company].

Given your vast experience in the field of [field], I would love to get your take on my skills and my chances. If you have some hours to spare, I would love to get together on coffee or even lunch or dinner. Give me a couple of options for date and time that are suitable for you, and we will find a common free time for an informational interview.

Please let me know if you can help.

Thank you.

Sincerely,

Sheela

