

Dear [Recipient Name],

I am writing to formally request an interview with you regarding [Topic or Job Position]. Having followed your work at [Company/Organization Name], I am very interested in discussing how my background in [Your Field/Skill] can contribute to your current initiatives.

I have attached my [Resume/Portfolio/Proposal] for your review. I am confident that a brief conversation would be mutually beneficial to explore potential synergies.

Call to Action:

Are you available for a 20-minute introductory call next Tuesday or Wednesday? Please let me know which time works best for your schedule, or feel free to suggest an alternative date.

I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]