

[Your Name]
[Your Organization/Affiliation]
[Your Phone Number]
[Your Email Address]

[Date]

[Contact Name]
[Contact Title]
[Organization Name]
[Address]

Dear [Contact Name],

My name is [Your Name] and I am currently [describe your role or project, e.g., conducting research on community development in the local area].

I am reaching out to you because of your expertise and involvement with [mention specific topic or organization]. I believe your insights would be incredibly valuable to my work. I would appreciate the opportunity to interview you for approximately [number] minutes to discuss [specific topics you want to cover].

I am happy to meet at a location of your choice, talk via telephone, or connect through a video call at a time that is convenient for you. Please let me know if you are available during the week of [Date] or if there is another time that works better for your schedule.

Thank you for considering this request. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]