**Informational Interviews: Example of an Email Introducing a Young Adult to a Professional**

**From:** Pann, Scott  
**Sent:** February 22, 2021 11:18 AM  
**To:** XXXX  
**Cc:** XXX  
**Subject:** Introducing XXXX and XXXX

Hi XXXX,

Thank you for your willingness to conduct an informational interview with XXXX.  As I explained to you, XXXX seeks to connect with leading financial advisors, learn about their own successful careers and get their advice for building her own successful career. She graduates from XXXX in May and currently has a 4.0 G.P.A. She has a job offer from XXXX to start as a financial analyst upon graduation, but before doing so, she wants to explore a career as a financial advisor.  She is a very bright, hardworking and motivated individual as evidenced by her substantial academic and work accomplishments.  She thrives in challenging work environments. For your reference, I have attached her resume and cover letter.

Hi XXXX,

Mr. XXXX is a very accomplished financial advisor and XXXX Branch Director   He has graciously agreed to speak with you in an effort to help you explore a career as a financial advisor.  XXXX can be reached at XXXX or XXXX@gmail.com .  Please reach out to him at your earliest convenience to schedule a meeting.

 All the best,

Scott