**From the Staff Member if they have an existing relationship**

SUBJECT: Requesting an Informational Interview

Hello CONTACT,

I hope you are doing well!

I am POSITION at Ocean Discovery Institute and as part of my experience we are setting up informational interviews to learn more about careers in our areas of interest.

In August I will be leaving Ocean Discovery Institute and hopefully transitioning into a new position in the AREA OF INTEREST. It would be very helpful if I could schedule an informational interview with you OR anyone you recommend I connect with to learn more about SPECIFIC INTERESTS.

Would you be available to have a brief (~20-30 min) informational interview within the next 2-3 weeks?

OR Do you have anyone you recommend that I connect with to set up a brief (~20-30 min) informational interview with me over the next month (after the info interview training)?

If possible, please let me know by Friday (4/19) and your general availability/preferred meeting dates/times. I am typically available DATES/TIME RANGE.

A meeting in person at your/their office would be preferred but I am open to other locations, arrangements.

Thank you and if you have any questions please let me know.