

Request for Informational Interview Letter

123 Seneca Street
Apartment 4
Ithaca, NY 14850
607-257-0000
adw1@cornell.edu

[date]

Jane Hamilton, (add Esq. after name, if addressee is a lawyer*)
Legal Aid Society of King County
One American Avenue
Seattle, WA 98103

Dear Ms. Hamilton:

I am a student at Cornell Law School and am particularly interested in learning more about working in Seattle for an organization like yours that serves the public.

In a recent conversation with _____, s/he suggested I contact you about your practice because of your extensive experience and outstanding reputation in your field. I am not approaching you to obtain a position with your organization; I would simply appreciate any general advice or information you could offer me as I explore public sector opportunities in the Puget Sounds area.

Since I will be in Seattle between ___ and ___ dates, I would be very grateful for the opportunity to meet with you for 10 to 15 minutes that week. Alternatively, if you are unable to meet with me in person, I hoped you would be willing to correspond with me by phone or email in the near future.

Thank you for your time. I look forward to meeting you!

Sincerely,

Andrew Dickson White

Andrew Dickson White

*(If addressee is non-lawyer, use Ms./Mr. without the Esq. and add the addressee's title on the line below. E.g., Ms. Jane Hamilton, Recruiting Coordinator)