Brooks Walsh

Due 9/25/2023

BUS-003: Informational Interview Request Email Draft

TO: Sara Blatchford

CC: Professor Zalatan

SUBJECT: Request for a Brief Informational Interview

Sara Blatchford,

I am a finance major at Lehigh University’s College of Business, and I am reaching out today to ask if you are available in the coming weeks for a recorded informational interview. This interview will be fulfilling class requirements, but I intend to make this an interesting and beneficial interview for the both of us.

I stumbled across 360PR+ while doing research into firms with a strong reputation for effective communication, and while searching I also noticed that you are a Lehigh alum! I would be delighted to learn more about your transition from Lehigh to the working world, how you found 360PR+, and how business-style communication has influenced that journey.

The final deadline for performing this informational interview is October 23rd; therefore, **it would be preferrable to have the interview the week of October 2nd or October 9th**. I am relatively flexible, but some tentative times to choose from are Thursday October 5th, Monday October 9th, or Tuesday October 10th.

Please feel free to offer times that work better for you, I am happy to work with your schedule.

Thanks for your time,

Brooks Walsh

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**Contact Info:**

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