

Interview Request Template

Subject line: Request interview for [NAME OF PUBLICATION]

Dear [NAME],

I'm writing an article for [NAME OF PUBLICATION], and I would like to include your perspective about [PARTICULAR PIECE ON WHICH YOU'D LIKE THEIR INPUT].

Would you be available for a [HOW LONG? 15-MINUTE? 30-MINUTE?] [PHONE, IN-PERSON, EMAIL, OR VIDEOCONFERENCING TOOL] interview before [YOUR DEADLINE]?

Some great times for me:

- [LIST DAYS AND TIMES]
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Alternately, let me know what works for you and I'm happy to work around your schedule. Thanks so much for considering — I look forward to speaking with you.

Sincerely,

[YOUR NAME]

[YOUR PHONE NUMBER]

[YOUR EMAIL ADDRESS]

[YOUR WEBSITE, IF RELEVANT, OR LINKEDIN PROFILE]