Dear [Recipient’s Name],

My name is [Your Name], and I thought you made some great points in your latest [video, article, podcast, etc] about [topic]. [Provide a sentence of value related to the topic to help build rapport and entice them to get back to you].

I am writing to you today to request [your request in one or two sentences].

I believe that [explain why you think your request is a good fit or how it will benefit them in some way]. I would be more than happy to discuss this further with you and answer any questions you may have.

Thank you for your time, and I look forward to hearing from you soon.

Sincerely,

[Signature]

[Your Name]

I’ve included [provide a list of any additional documents you included with your letter]

P.S. [Include a short postscript to make your message stand out. Try to incorporate something that you found through the research phase].