

# *Sample Networking Letter*

Your Street Address  
City, State Postal Code

Date

Ms. Helen Taylor, JD  
The Law Offices of Helen Taylor  
123 Mockingbird Lane  
Baltimore, MD 21252

Dear Ms. Taylor:

I am currently an undergraduate student at Towson University majoring in criminal justice. A colleague of mine, Jane Smith, who previously worked for your law firm as an office clerk, suggested I contact you to conduct an informational interview.

My passion and desire is to become a business law attorney, such as yourself. Ms. Smith mentioned that you are an excellent business law attorney who could provide me with great insight about the field. Currently, I am exploring different law schools. Your background and experience in business law will be invaluable to me as I pursue my career in law. At your convenience, I would like to schedule a 20–25 minute informational meeting with you that will better assist me with my career decisions.

I will contact you by telephone on April 26th to see if we can schedule a brief meeting at your convenience. Thank you for considering my request, and I hope we can spend some productive time together in the near future.

Sincerely,

Sam Student

*Adapted from California State University, Fullerton Career Center*



Career  
Center