Dear [Mr./Ms. First & Last Name],­­­

My name is [First & Last Name], and I am a [6th/7th] grader at Bailey Middle School in Cornelius, North Carolina. I’m currently enrolled in a Journalism class, for which I’ve chosen to write an article about [topic of article]. I believe you know a lot about this topic, which is why I would like to arrange an interview with you.

I’m available on [insert day(s) of availability] at [insert time(s) of availability]. Please let me know at your earliest convenience which time will work best for you—I look forward to hearing from you and speaking with you about [topic]!

Sincerely,

[First & Last Name]