

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself, your background, and your current status]. I am reaching out to express my interest in having you as a mentor as I navigate [specific area of interest or career goal].

I have been impressed with your work in [mention specific work or achievements of the mentor], and I believe your guidance would greatly assist me in [explain what you hope to achieve through mentorship].

I would be grateful for the opportunity to discuss this further and explore the possibility of your mentorship. Thank you for considering my request.

Warm regards,

[Your Name]