

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

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to share my feedback regarding our recent mentoring sessions.

Firstly, I greatly appreciate the time and effort you have invested in my development. Your insights on [specific topic or skill] have been invaluable. I particularly found your advice on [specific advice or strategy] to be very helpful.

During our discussions, I felt that [mention any specific qualities or techniques used by the mentor that stood out]. This approach really helped me to [explain any personal growth or understanding gained from the mentoring].

As we continue our mentoring relationship, I would love to focus more on [suggest a specific area for future sessions]. I believe that further exploring this will enhance my growth.

Thank you once again for your guidance and support. I look forward to our next meeting.

Warm regards,
[Your Name]