

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Mentor's Name]
[Mentor's Position]
[Mentor's Company/Organization]
[Mentor's Address]
[City, State, Zip Code]

Dear [Mentor's Name],

I hope this letter finds you well. It has been a while since we last connected, and I often think about the valuable guidance you provided during our time together.

[Share a brief personal update or highlight any recent accomplishments relevant to your mentor.]

I would love to hear about what you have been up to and share some of my experiences since we last spoke. If you have the time, I would appreciate the opportunity to catch up over coffee or a phone call.

Thank you for your continued support and inspiration. I look forward to reconnecting!

Best regards,

[Your Name]