

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [briefly introduce yourself, including your profession, background, or current situation]. I am reaching out to you because [reason for seeking mentorship, such as your admiration for their work, interest in their field, etc.].

I have been following your work in [specific field or project] and am truly inspired by [specific aspects of their work]. I believe that your insights and experience could be invaluable to my development in [specific area/skill].

I would be grateful for the opportunity to connect with you, whether it be through a brief conversation, coffee meeting, or virtual chat. I am eager to learn from you and appreciate any guidance you might offer. Thank you for considering my request. I look forward to the possibility of hearing from you soon.

Warm regards,  
[Your Name]