

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[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, including your current position or background]. I am writing to propose a mentorship opportunity that I believe would be mutually beneficial.

[Briefly explain the purpose of the mentorship and what you hope to achieve.]

I am particularly impressed by [Recipient's achievements or expertise relevant to the mentorship] and would be honored to learn from your experiences.

[Outline the specifics of the mentorship proposal, including frequency of meetings, preferred communication methods, and potential topics of discussion.]

I believe that your guidance could greatly enhance my ability to [mention your goals or what you hope to achieve with mentorship].

Thank you for considering my proposal. I am looking forward to the possibility of working together and learning from your expertise. Please let me know a convenient time for us to discuss this further.

Warm regards,

[Your Name]

[Your Position, if applicable]