

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in establishing a mentoring relationship with you. As I navigate [your field/industry], I believe your expertise and insights would be invaluable to my personal and professional growth.

I have a strong admiration for your work in [specific area/expertise of the recipient], particularly [mention any specific achievements or projects]. I am eager to learn from your experiences and gain a deeper understanding of [specific topics or skills you want to learn].

I am hoping to meet [suggest frequency and format of meetings, e.g., monthly, bi-weekly, or as convenient for you], either in person or virtually, at your convenience. I am committed to making the most of our time together and will come prepared with specific questions and topics to discuss.

Thank you for considering my request. I look forward to the possibility of working together and growing through your guidance.

Warm regards,

[Your Name]
[Your Phone Number]
[LinkedIn Profile or Website, if applicable]