

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

I hope this message finds you well. My name is [Your Name], and I am currently [your current status, e.g., a student at XYZ University, a recent graduate, etc.]. I am reaching out to express my interest in seeking mentorship in [specific area or field, e.g., digital marketing, software development, etc.].

I have been following your work in [mention specific projects or contributions], and I greatly admire [specific qualities or achievements]. I believe that your insights and guidance would be invaluable as I navigate [briefly explain your goals or challenges].

I am particularly interested in [mention specific topics or skills you want to learn about], and I would be grateful for any opportunity to discuss this further with you. I am happy to accommodate your schedule and can meet [suggest possible times or mention flexibility].

Thank you for considering my request. I look forward to the possibility of learning from you.

Warm regards,

[Your Name]

[Your LinkedIn Profile or Professional Website, if applicable]