

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support as a mentor in my [specific program, project, or field of study]. Your expertise in [specific area of expertise] and your contributions to [relevant work or projects] have greatly inspired me.

As I embark on this journey, I believe that your guidance would be invaluable in helping me navigate [specific goals or challenges you are facing]. I am particularly interested in [specific topics or areas] and would greatly appreciate your insights and advice.

If you are open to this, I would love the opportunity to connect with you for [suggest a format - meetings, calls, email exchanges] at your convenience. Thank you very much for considering my request.

I look forward to the possibility of working together and learning from your experience.

Warm regards,

[Your Name]
[Your Position/Title, if applicable]
[Your Contact Information]