

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [your position or background information, e.g., a graduate student at XYZ University, an early-career professional, etc.]. I am reaching out to kindly request your assistance with an introduction to [Mentor's Name], a professional whose work in [specific field or expertise] I greatly admire.

As I navigate my career path, I believe that connecting with [Mentor's Name] would provide valuable insights and guidance that could significantly benefit my professional development. I am particularly interested in [specific areas of interest or questions you have for the mentor].

If you feel comfortable facilitating this introduction, I would be immensely grateful. Thank you for considering my request. Please let me know if you need any more information from my side.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]