

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company 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 Position/Title] at [Your Institution/Organization]. I am writing to inquire about the association's career mentorship program.

As I am looking to enhance my professional development and expand my career opportunities, I am particularly interested in the mentorship resources and networking opportunities offered through your program. I would greatly appreciate it if you could provide me with more information regarding the application process, eligibility requirements, and any upcoming events related to the mentorship program.

Thank you for your assistance. I look forward to your response.

Warm regards,

[Your Name]