

# Request for Additional Resources

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Association/Organization Name]

[Association/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional resources for the career mentorship program that [Association/Organization Name] currently offers. As we strive to provide our mentees with the best possible guidance and support, the need for enhanced materials and tools has become evident.

Specifically, I believe that the addition of the following resources would greatly benefit both mentors and mentees:

- [Resource 1]
- [Resource 2]
- [Resource 3]

These resources would not only facilitate better communication and understanding but would also empower our participants to achieve their career goals more effectively.

I appreciate your attention to this matter and look forward to discussing how we can enhance our mentorship program together. Thank you for considering this request.

Sincerely,

[Your Name]