

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Mentor's Name]  
[Mentor's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am [your current position or role] at [your organization]. I am reaching out to express my interest in seeking your mentorship as I navigate my professional development.

Having followed your work in [specific area or field], I greatly admire your expertise and the impact you have made in [specific achievements or contributions]. I believe that guidance from someone with your experience would be invaluable as I look to enhance my skills in [specific skills or areas you want to develop].

I would be grateful for an opportunity to discuss this further and explore how we might work together. Please let me know if you are available for a brief meeting or call at your convenience.

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

Sincerely,  
[Your Name]