

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Mentor's Name]

[Mentor's Title]

[Department/Institution]

[Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your Institution]. I am reaching out to seek your guidance and mentorship as I navigate my academic journey.

I have great admiration for your work in [Mentor's Area of Expertise], and I believe your insights would be invaluable as I pursue my interests in [Your Areas of Interest]. I would greatly appreciate the opportunity to discuss my academic goals and seek your advice on [Specific Questions or Areas Where You Need Help].

If you are available, I would be grateful for a brief meeting at your convenience, either in person or virtually. Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]