

[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 currently [Your Position/Field of Study] with a keen interest in [specific area of interest]. I have been following your work in [Mentor's Field/Area of Expertise], and I am truly inspired by your achievements and contributions to the field.

I am reaching out to kindly request your mentorship as I seek to grow professionally and enhance my skills in [specific skills or knowledge areas]. I believe that your guidance could provide invaluable insights and perspectives that would significantly impact my career development.

If you are open to it, I would love to arrange a meeting at your convenience to discuss the possibility of your mentorship. I understand that your time is precious, and I am more than willing to accommodate your schedule.

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

Warm regards,

[Your Name]  
[Your LinkedIn Profile (optional)]