

Dear [Mentee's Name],

I hope this message finds you well. I would like to officially invite you to our upcoming mentor-mentee meeting scheduled for [Date] at [Time]. The meeting will take place at [Location/Platform].

This meeting will provide us the opportunity to discuss your progress, address any challenges you may be facing, and explore potential goals for the upcoming weeks.

Please confirm your availability at your earliest convenience. I look forward to our discussion!

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]