

Subject: Invitation for Introductory Mentor-Mentee Meeting

Dear [Mentee's Name],

I hope this message finds you well. I am excited to begin our mentorship journey together and would like to invite you to our introductory meeting.

Please let me know your availability for a quick 30-minute meeting within the next week. I believe this will be a great opportunity for us to discuss your goals, expectations, and how I can best support you.

Looking forward to hearing from you.

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]