

Meeting Proposal

Dear [Mentee's Name],

I hope this message finds you well. I am writing to propose a virtual meeting to discuss your progress and any challenges you may be facing in your development journey.

Suggested Dates and Times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

Please let me know if any of these options work for you or if you have other preferences. I believe this meeting will be a great opportunity for us to connect and strategize your goals.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]