

Your Name
Your Address
City, State, Zip Code
Your Email
Your Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your current position or degree program, e.g., "a graduate student in Finance at XYZ University"]. I am reaching out to express my interest in a mentorship opportunity within [Company Name].

With a passion for [relevant field or industry], I admire the work [Company Name] has been doing, particularly [specific project or achievement]. I believe that learning from an experienced professional like you would greatly enhance my knowledge and skills.

I am eager to gain insights into [specific aspects you wish to learn about] and would greatly appreciate any guidance you could provide. I am flexible with my schedule and can adapt to what works best for you.

Thank you for considering my request. I look forward to the possibility of discussing this further.

Sincerely,
[Your Name]