

# **Subject: Planning Our Next Mentoring Session**

Dear [Mentor/Mentee's Name],

I hope this message finds you well. As we look to schedule our next mentoring interaction, I wanted to propose some topics and ideas for discussion that will help us make the most of our time together.

## **Proposed Dates:**

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

## **Discussion Topics:**

- [Topic 1]
- [Topic 2]
- [Topic 3]

Feel free to suggest any additional topics you would like to cover. I look forward to your response and to continuing our productive mentoring relationship.

Best regards,

[Your Name]

[Your Contact Information]