

Subject: Request for Mentoring Assistance at Our Upcoming Event

Dear [Mentor's Name],

I hope this message finds you well. We are excited to announce our upcoming event, [Event Name], which will take place on [Event Date] at [Event Location]. This event aims to [brief description of the event's purpose].

As we prepare for this event, we recognize the invaluable impact of mentorship in guiding participants toward their goals. We are reaching out to request your assistance as a mentor during the event. Your expertise in [Mentor's Field/Industry] would greatly benefit our attendees.

If you are available, we would love for you to join us for [duration of the event]. Your role would involve [brief outline of mentoring responsibilities]. We believe your insights could inspire and empower our participants to achieve their aspirations.

Please let us know your availability at your earliest convenience. We hope to have you with us to make this event a memorable experience for everyone involved.

Thank you for considering our request. We look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]