

Formal Request for Event Mentoring Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your support as a mentor for our upcoming event, [Event Name], scheduled for [Event Date]. As a respected leader in [Industry/Field], your guidance would be invaluable to our participants.

The event aims to [briefly describe the purpose of the event and its significance], and we believe that your expertise and insights would greatly benefit our attendees.

We would be grateful if you could consider mentoring a session during the event, sharing your knowledge and experiences with a group of eager participants.

Thank you for considering this opportunity, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]