

Proposal for One-on-One Mentoring Sessions

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a series of one-on-one mentoring sessions to enhance [specific skill or knowledge area] and support your professional growth.

The objectives of these mentoring sessions include:

- Identifying professional goals.
- Developing actionable strategies for skill improvement.
- Providing personalized feedback and guidance.

I suggest meeting [frequency of meetings, e.g., bi-weekly, monthly] for [duration, e.g., one hour] per session. We can conduct these meetings [in-person, via Zoom, etc.], depending on your preference.

Thank you for considering this proposal. I believe that through tailored mentoring, we can achieve significant progress in [specific areas]. I look forward to your thoughts on this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]