

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

[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[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 a [your current position, e.g., graduate student, undergraduate student] at [Your Institution]. I am writing to inquire about the possibility of mentorship regarding my research project titled "[Title of Your Research Project]."

As I embark on this research journey, I am seeking guidance from experienced mentors in the field. Your work in [specific area of research or expertise] has greatly inspired me, and I believe your mentorship would be invaluable in helping me navigate the complexities of my project.

I would be grateful if you could let me know if you have availability for mentorship and any specific requirements you may have for prospective mentees. I am eager to learn and would appreciate any advice or direction you could provide.

Thank you very much for considering my request. I look forward to your response.

Sincerely,  
[Your Name]