

Letter of Introduction

Date: [Insert Date]

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Title] at [Your Institution/Organization]. I am reaching out to introduce myself as your new mentee for the [Project Name] research project.

I am excited about the opportunity to work under your guidance and learn from your expertise in [Mentor's Area of Expertise]. I have a background in [Your Background/Experience] and am particularly interested in [Specific Areas of Interest Related to the Project].

I am looking forward to collaborating with you and contributing to the project's success. Please let me know a convenient time for us to discuss our goals and expectations moving forward.

Thank you for your time, and I look forward to your reply.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution/Organization]