Request for Guidance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Mentor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position or background, e.g., a budding entrepreneur, a graduate student, etc.]. I have always admired your work in [Mentor's industry or specific achievements], and I am reaching out to seek your guidance.

As I navigate my journey in [mention your business area or interest], I find myself facing several challenges. I would be incredibly grateful if you could share your insights and experiences with me. Your expertise would provide invaluable support as I aim to [state your goals or aspirations].

If you might have a moment to meet over coffee or a brief call, I would greatly appreciate any guidance you could offer. Thank you for considering my request, and I look forward to the possibility of learning from your knowledge.

Sincerely,

[Your Name]