

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[University Name]

[Department/Office]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the mentorship program at [University Name]. As a [your current status, e.g., undergraduate student in your major] with a strong passion for [specific field or interest], I believe that participating in this program would greatly enhance my academic and professional development.

I am particularly drawn to [specific aspects of the program or notable faculty members] and I am eager to learn from experienced mentors who can guide me as I navigate my career trajectory. My background in [mention relevant experience or skills] has prepared me to gain valuable insights that will contribute to my growth.

Thank you for considering my application. I look forward to the opportunity to discuss further how I can contribute to and benefit from the mentorship program at [University Name].

Sincerely,

[Your Name]