

# Request for Approval: Mentorship Program

Date: [Insert Date]

To: [Approver's Name]

From: [Your Name]

Subject: Request for Approval of Mentorship Program

Dear [Approver's Name],

I hope this message finds you well. I am writing to formally request your approval for the proposed mentorship program aimed at [briefly describe the purpose of the mentorship program].

The program will provide [briefly explain the benefits, e.g., professional development, skill enhancement, etc.] for participants and contribute to [mention how it aligns with organizational goals].

Details of the program are as follows:

- **Duration:** [Insert Duration]
- **Participants:** [Specify Target Group]
- **Objectives:** [List Key Objectives]
- **Mentors:** [Describe Mentor Selection Criteria]

I believe that with your support, we can create a valuable experience that will have a lasting impact on our team. I am happy to provide any additional information or answer any questions you may have regarding this initiative.

Thank you for considering this request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]