

Request for Wrap-up Meeting

Dear mentor-guide,

Thank you again for your time commitment and continued support as my Mentor-Guide as I journey towards my next great adventure.

I'm eager to set up our closing discussion. If it works for you, I'm available anytime in the next few weeks between 1:00 pm and 2:30 pm by Zoom, unless you'd rather choose a different time to meet in person.

I look forward to talking with you.

Sincerely,
Your name