



Mentee Introduction Message to Mentor

After you search the database of participating Mentors, make sure you send the potential Mentor a "Mentor Request" via the button on their profile. Once they accept your request, send an introduction message via CORE or email. Below is a template for you to modify when contacting your Mentor. Please tailor this letter to your specific needs.

Here are the main points you need to accomplish in this message:

1. Introduce yourself
2. State why you chose them to be your Mentor
3. Explain your goals in the mentoring relationship
4. Schedule an introductory meeting to discuss your agreed upon expectations
5. Thank the Mentor for their time

Hello **[Mentors name]**,

My name is **[your name]**. I am a **[insert major or position]** at **[insert university or employer]**.

Thank you for accepting my Mentor request. I'm excited to participate in the mentoring program and am looking forward to working with you. Because of **[insert interesting biographical information that makes you think this person would be a good Mentor]**, I think we will work well together.

Over the course of this program, I hope to accomplish the following **[insert goals]**. I am interested in developing **[the mentoring areas you want to work on]** and given your experience in that regard, I thought you would be a great resource.

Here are some times within the next week that I am available to host our introductory call:

[Insert at least three, one-hour time periods that you are available. We recommended offering a morning, afternoon and evening time. Be sure to include your time zone.]

If these times do not suit your schedule, just send me a few times that work well for you. I can see that your communication preferences are **[insert information from their Mentor profile phone/video]**, so once we decide on a time, I can send you the meeting details. *[if they prefer a phone call, take the initiative to call them. Or if they prefer a [video call](#), set up the video meeting and send them the necessary information to join the call].*

Thank you for investing your time in mentoring. I look forward to working with you.

Sincerely,

[*Your name*]

[*Your email*]

[Your phone number]