

Date

Dear *MENTOR NAME*:

I just received your name and contact information from Lori Brooks/Amanda Kraus at JCCC. I am excited to begin the mentorship program with you.

Please let me introduce myself:

I am *name and whatever other demographic info you would like to include*.

I am a current / *new or 1st or 2nd* year student at JCCC majoring in

You can find out more about me on my *LinkedIn page or attached resume* or

I am very interested in meeting with you and learning more about your current role and career path.

Is there a good date & time for you to meet? I am available on.....

I look forward to working with you.

Sincerely,