Hi \_\_\_\_,

I hope you are doing well!

My name is \_\_\_\_\_ and I have been matched as your mentee through the LMP Mentorship Program. I wanted to reach out to you and introduce myself. I am a \_\_\_\_\_\_ year student studying in \_\_\_\_\_\_\_ program within the LMP department. What I’m hoping to get out of this mentoring relationship is\_\_\_\_.

I would be more than happy to schedule our first meeting, either virtually or in-person as per your convenience. Please let me know your availability. I am very excited and looking forward to our meeting.

Warm wishes,

Best,

[Insert mentee name here]