**Mentor Request Template:**

This is simply a template for you to modify when contacting a potential mentor. Please tailor this letter to your specific needs.

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

1. Introduce yourself
2. State why you think he or she would be a good mentor
3. Explain your goals in the mentoring relationship
4. Request a Discovery Call to see if he or she have similar goals
5. Thank the potential mentor for their time.

**Template**

Dear [potential mentors name],

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

I found your profile on ASCE Mentor Match. Because of [insert interesting biographical information that makes you think this person would be a good mentor], I think you would be an excellent mentor.

I would like to learn more about [Insert topic, discipline, or field]. I would greatly appreciate you sharing this knowledge with me.

In the next [insert your desired length of relationship], I hope to accomplish the following [insert objectives]. I would be interested in meeting [insert how many times you would like to meet a month] over [insert desired platform].

If you are interested in this type of mentoring relationship, please let me know when you are available so we can set up a discovery call to see if we have similar goals. Thank you for investing your time in mentoring.

I look forward to hearing from you.