



SAMPLE LETTER TO REQUEST MENTORSHIP

Dear Dr./Mr./Mrs./Ms./Professor[INSERT MENTOR NAME],

My name is [FIRST & LAST NAME] and I am a [CLASS YEAR] studying [MAJOR] at UCLA. As a participant in the 2016-2017 UCLA Alumni Mentor Program, I kindly request you please be my mentor for the academic school year. I am interested in becoming a [JOB TITLE], and I would love to learn from your personal and professional experience as [INSERT PROFESSION/COMPANY] OR I am interested in pursuing a graduate degree in [INSERT FIELD OF STUDY] and would greatly benefit from your academic experience and expertise.

During my time on campus, I have had the chance to [INSERT RELEVANT EXPERIENCES/EXTRACURRICULAR ACTIVITIES] which have given me the opportunity to [LESSONS LEARNED].

I am particularly interested in [INSERT WHAT YOU HOPE TO GAIN], and feel you would be the ideal mentor for me because of your experience with [EXPAND ON WHY YOU CHOSE THEM].

If you are interested in mentoring me as part of the 2016-2017 UCLA Alumni Mentor Program, please accept my request through UCLA ONE. I can be reached [INSERT TIMES OF AVAILABILITY] at [PHONE NUMBER] or by email at [EMAIL]. Thank you for your time and consideration. I look forward to from you soon and hopefully meeting you at the Orientation/Meet & Greet on Monday, November 7 from 6 – 8 p.m. in the James West Alumni Center.

Sincerely,
[FIRST NAME & LAST NAME]