

Mentoring Meeting Request Email

Subject: One-on-One Meeting Request

Hi [Mentor's Name],

I hope you're having a great week! I was hoping we could schedule some time for a one-on-one chat. I've been working on [specific project/challenge] and could really use your insights and guidance.

I'd love to discuss:

- The progress I've made on [specific area]
- Some challenges I'm facing with [particular issue]
- Your thoughts on [specific question/decision]
- Advice on [career/skill development area]

I know you're busy, so I'm flexible with timing. I'm available:

- [Day] anytime after [time]
- [Day] in the morning before [time]
- [Day] during lunch or after work

Even 30-45 minutes would be incredibly helpful. We could grab coffee, have lunch, or just find a quiet spot to chat.

Thanks for always being so supportive and willing to share your expertise. I really appreciate having you as a mentor.

Let me know what works best for you!

Best,

[Your Name]

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