Dear XXXXX,

Howdy! My name is XXXXX and I am currently a (add position in SEHD here). It is my understanding that we have been identified as a potential match for the Community of Practice- Mentoring and Progressing Scholarship (CoP-MAPS) Program. After reading your profile, I also believe that we may be a good fit because (enter reasons why you feel this matching could be a good fit i.e., they have experience that could potentially help you reach your goals, they are someone in the department you already admire, you’ve had previous conversations and think you would mesh well, etc.). I have attached my profile for your review.

For this inaugural year, would you be willing to be my mentor? This program will run June 1, 2023-June 1, 2024 and the time commitment includes meeting at least once per month for a duration that we can decide on based on what works best for both of us. If you would like to get on a call with me to discuss before you accept this request, please let me know and we can set something up.

If you accept, may you provide your availability for the next two weeks?

I am excited to learn from you as my mentor, develop professionally, and strengthen my professional network with this mentoring program for the School of Education and Human Development.

If you have any questions, please don’t hesitate to reach out.

Looking forward to meeting soon,

XXXXXX

Signature block