**TO:** mentor@gmail.com

**CC:** mentorsecretary@gmail.com, mentoradministrator@gmail.com

**Subject:** Interest in Mentorship and Career Guidance

Dear Dr. [Faculty Member's Last Name],

My name is [Full Name], and I am a [PGY–X] surgical trainee at [Institution Name]. I have a strong interest in [specific field or topic if applicable], and I admire the work you’ve done in [specific area of faculty member’s expertise].

**I am wondering if you are willing to meet briefly to discuss potential opportunities for mentorship and collaboration?** I am happy to work with your administrative assistant to find an optimal time.

**My CV is attached for reference.** I am eager to learn from your expertise and would value your guidance.

Thank you for your consideration. I truly appreciate your time and look forward to hearing from you soon.

Warm regards,

[Full Name]

[PGY–X], [Residency Program Name]

[Institution]