

[Your Full Name]  
[Your Address]  
[Phone Number]  
[Email Address]

[Date]

[Mentor's Full Name]  
[Title/Position]  
[Company Name]  
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to you at the suggestion of **[Referral Name]**, who spoke very highly of your expertise in **[Specific Structural Discipline, e.g., Seismic Retrofitting / High-Rise Steel Design]**. As a **[Your Current Status, e.g., Recent Graduate / E.I.T.]** currently focusing on **[Your Focus Area]**, I am seeking professional guidance from an established leader in the field.

I have long admired [Company Name]'s work on **[Specific Project or Innovation]**. My background includes **[Briefly mention 1-2 key technical skills or academic achievements]**, and I am eager to transition my theoretical knowledge into practical excellence. Given your reputation for mentorship, I would value the opportunity to learn how you navigate complex **[Code/Design/Project Management]** challenges.

I understand your schedule is demanding, but I would appreciate the chance to discuss a potential mentorship arrangement or even a brief informational interview. I am particularly interested in your perspective on **[Specific Question or Industry Trend]**.

Thank you for your time and for considering this request. I have attached my resume for your reference and look forward to the possibility of connecting with you.

Sincerely,

[Your Signature]  
[Your Printed Name]