Your Name

Your Adress

Date

Recipient Name

Recipient Adress

Dear      ,

My name is       and I am currently a grade 12 student at Chemainus Secondary School. I am writing in hopes that you will consider being a mentor for my Capstone Project. The Capstone Project is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have chosen Your Capstone Project because \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am a trait 1, trait 2 and trait 3 individual/student. I have explain traits . My goals for my Capstone Project are      . To achieve these goals, I would require guidance with      . Your time and mentorship would mean a lot to me and my work this year.

You can contact me at your phone number/email. To complete this project, I would require approximately ten hours of your time to communicate and connect. At the completion of my project I would appreciate your feedback in a brief final Mentor Evaluation to assess my accomplishments. If you have any further questions you may contact me directly or my Capstone Teacher Capstone Teacer Name at Capstone Teacher Email.

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

Sincerely,

your signature

Type your full name