Sample Emails for Starting a Mentorship Program

# **Sample Email #1: To Staff of Other Schools/Organizations in the Area (if you were introduced by someone you know)**

Hello Mr./Ms. **[person’s name],**

My name is **[your name]** and I'm currently a student at **[your school].** I was given your contact information by **[name of the person who connected you]** because I am hoping to establish a mentorship program for  LGBT high school and college students in the area. In the next few months I would love to set up a partnership between these two groups of students to give LGBT high schoolers guidance and friendship from college role models.

At this point I'm just trying to see if people are interested in the idea before I start taking action. Do you think anyone at **[name of the school/organization you’re contacting]** would be interested in something like this? If so, is there any way I could get in contact with them? Please feel free to ask me any additional questions via this email address, or you can call me on my cell phone **[your cell phone number, if you’re willing to give it]** if that's more convenient.

Thank you so much for your time and I hope you have a wonderful day,

**[your name and pronouns]**

# **Sample Email #2: To Staff of Other Schools/Organizations in the Area (if you have no contacts who know the person)**

Hello Mr./Ms. **[person’s name],**

My name is **[your name]** and I'm currently a student at **[your school].** I’m reaching out because I am hoping to establish a mentorship program for LGBT high school and college students in the area. In the next few months I would love to set up a partnership between these two groups of students to give LGBT high schoolers guidance and friendship from college role models.

At this point I'm just trying to see if people are interested in the idea before I start taking action. Do you think anyone at **[name of the school/organization you’re contacting]** would be interested in something like this? If so, is there any way I could get in contact with them? Please feel free to ask me any additional questions via this email address, or you can call me on my cell phone **[your cell phone number, if you’re willing to give it]** if that's more convenient.

Thank you so much for your time and I hope you have a wonderful day,

**[your name and pronouns]**

# **Sample Email #3: To Organizers at Upcoming Local LGBTQ+ Events**

Hello Mr./Ms. **[person’s name]**,

My name is **[your name]** and I'm a current student at **[your school]**. I’m contacting you because I'm currently organizing a project to connect LGBTQ+ college students with LGBTQ+ high school students in the area with the hope that they will be able to form friendly, supportive relationships with each other. At the moment I'm trying to connect with more students to see if they would want to participate in such a program.

As I understand it, you are organizing **[name of event]** this year. I'm reaching out to see if there is any possibility I would be able to come to the event to sit at a table and talk to any students who might be interested. I would mainly just want to exchange contact information and answer any questions they might have about the program. Otherwise, would it be possible for me to send you some flyers to hang at the event? If either of these ideas sounds plausible to you, please let me know what I need to do to make it happen!

Please feel free to ask me any additional questions via this email address, or you can call me on my cell phone **[your cell phone number, if you’re willing to give it]** if that's more convenient. Hope you have a great day,

**[your name and pronouns]**