

Dear [Mentee Name],

Welcome to [Program/Organization Name]! My name is [Your Name], and I am thrilled to be your Peer Mentor for this term.

The goal of this program is to help you navigate your way through [University/Company Name] and provide support as you settle into your new role. Whether you have questions about [specific topic], need advice on balancing your workload, or just want to know the best places to grab coffee, I am here to help.

I remember what it was like when I first started, and I look forward to sharing my experiences and tips with you. I would love to schedule a brief introductory meeting-either in person or via video call-to get to know you better and discuss how I can best support you.

Are you available at any of the following times?

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

If none of those work, please let me know your availability. In the meantime, feel free to reach out to me via email at [Your Email Address] if you have any immediate questions.

I look forward to meeting you soon!

Best regards,

[Your Name]
Peer Mentor
[Your Department/Major]