

Dear [Mentee Name],

Welcome to the [Department Name]! My name is [Mentor Name], and I am a [Year/Level] student majoring in [Major]. I have been assigned as your Departmental Peer Mentor for the upcoming academic year.

The transition into a new department can be both exciting and overwhelming. My role is to help you navigate our department, connect you with campus resources, and share my own experiences to help you succeed. Whether you have questions about specific courses, need advice on finding labs, or just want to know where to get the best coffee on campus, I am here to help.

I would love to meet with you briefly to introduce myself properly. Are you available at any of the following times?

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

We can meet at [Location/Coffee Shop] or via [Zoom/Video Link]. If none of these times work for you, please let me know your availability.

I look forward to meeting you and supporting you throughout your journey in the [Department Name].

Best regards,

[Mentor Name]
[Mentor Email Address]
[Department Name]