

Subject: Welcome to the [Program Name] - Introduction from your Peer Mentor

Dear [Mentee Name],

My name is [Mentor Name] and I am excited to welcome you to the [Program/Department Name]. I have been paired with you as your Professional Guidance Peer Mentor for the upcoming [Semester/Year].

The goal of this program is to provide you with support as you navigate your professional development and academic journey. Having been through the program myself, I am here to share my experiences, answer your questions, and point you toward the right resources for your career goals.

I would like to schedule a brief introductory meeting (either in person or via video call) to get to know you and discuss what you hope to achieve this term. Please let me know which of the following times work best for you:

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

In the meantime, feel free to reach out if you have any immediate questions. I look forward to working with you and helping you succeed.

Best regards,

[Mentor Name]
[Your Major/Position]
[Your Email Address]
[Your Phone Number/LinkedIn Profile]