

Dear (name of mentor, but start with Dr. If a faculty member),

My name is (your name), and I am a (class year) majoring in (your major/minor if applicable). I am interested in learning more about (name graduate school subject here), and found your email through MAGIC's drop-in mentoring source. I would greatly appreciate a virtual meeting to discuss (restate subject here). Specifically, I'd like to discuss (specific meeting topic – note that this is optional and include only if you know it, but it would be important to mention that you are looking for your CV or graduate application materials to be reviewed, for example).

If you are willing to meet virtually to discuss (restate question here) more in-depth, I would greatly appreciate it! Here is my upcoming availability: (list 3 availability options [date & time, be sure to include the TIME ZONE!] in the week [at least 30 minutes!]).

If none of the above times work for you, please let me know what works best for you and we can try to find an alternative meeting time that works. Have a good day!

Sincerely,

(your name)