**For when you have a question or would like to ask for advice or a specific piece of assistance or arrange a meeting with them:**

Dear (if you’ve met and been asked to call them by their first name, do so. If not, use their title and surname i.e. Dr Smith or Professor Jones),

(If you’ve never met before, start by introducing yourself as one of their Mentees) *I am (name) and you’re my Academic Mentor this year.*

I am getting in touch to ask … *whether you would be a referee for me as I’m applying for… / whether you would be able to meet me in the next couple of weeks to discuss some problems I’ve been having / whether you could help me to apply for a deadline extension / whether you are able to tell me what you think I could do about.../ whether it’s possible to… etc.*

(Customise to suit your situation. Explain exactly what you need to know or would like to ask, but keep it as short and clear as you can. Be really clear what the action point is so your Academic Mentor knows what you actually want from them).

Thank you very much.

Best wishes/Kind regards

Your name

**To ask for an update or politely chase up on a message that hasn’t been responded to:**

Dear (as above)

I wondered whether you’d had a chance to look at my previous email/find out about x that we discussed before.

I understand you are busy but I’d be very grateful for a response/update before date so I can *meet the deadline / complete the application / complete the paperwork on time etc.*

If you’re not the right person for me to contact about this, or there’s someone else who I should speak to instead, please let me know so I can do that.

Best wishes/Kind regards

You name