

Dear Professor [Last Name],

I hope this message finds you well. I am [Your Name], a student in [Your Course or Program] at [Your Institution]. I am writing to inquire about your office hour availability for this semester.

Given my schedule, I would appreciate knowing the specific days and times you are available to meet with students. If there is a possibility to schedule an appointment outside of your regular office hours, I would be grateful for your assistance.

Thank you for your time, and I look forward to your response.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]