

Subject: Request for Office Hour Appointment

Dear Professor [Last Name],

I hope this message finds you well. My name is [Your Name], and I am a student in your [Course Name] class, section [Section Number]. I am writing to request an appointment during your office hours to discuss [specific topic or reason for the meeting].

Would it be possible for us to meet on [suggest a date and time]? If that does not work for you, I am available at your convenience.

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

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]