

## **Subject: Request for Meeting During Office Hours**

Dear Professor [Last Name],

I hope this message finds you well. I would like to request a meeting during your office hours to discuss [specific topic or question].

Could you please let me know your availability on [insert dates/times you are available]? I will do my best to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Course Name and Code]

[Your Contact Information]