

Letter of Demand for Academic Mentor Consultation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Institution/University Name]

[Department/Office Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a consultation with my academic mentor regarding my academic progress and future goals. I believe that a meeting would greatly benefit me, as I am seeking guidance in [briefly explain the specific areas where you need support].

I would appreciate the opportunity to meet with you at your earliest convenience. Please let me know your available times so that we can schedule a session that works for both of us.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]