

Request for Career Counseling Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Counselor's Name]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to request an appointment for career counseling. I am currently exploring my options and believe that your expertise would greatly assist me in making informed decisions about my career path.

Could we schedule a meeting at your earliest convenience? I am available on [insert your availability]. Please let me know if any of these times work for you, or if there is a more suitable time.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]