

Request for Academic Review Meeting

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to review my academic progress and discuss any areas for improvement.

As a [your program/position] at [institution name], I am keen to ensure that I am meeting all academic expectations and making the most of the available resources. I believe your feedback would be invaluable in guiding my efforts moving forward.

Could we schedule a meeting at your earliest convenience? I am available on [provide two or three options for dates and times]. If these do not work for you, I would be happy to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Student ID/Position]

[Your Contact Information]

[Your Program/Department]