

Date: [Insert Date]

Dear [Tutor's Name],

I hope this message finds you well. I am writing to inquire about your availability for tutoring services in [subject/area] for the upcoming [term/semester/period]. I am looking for [frequency of sessions, e.g., weekly, bi-weekly] sessions and would like to know your available days and times.

Please let me know if you have openings in your schedule and any changes to your rates or policies. I appreciate your assistance and look forward to your reply.

Thank you!

Sincerely,

[Your Name]

[Your Contact Information]