

# Request for Counseling Session

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a counseling session at your earliest convenience. I believe that your guidance would be invaluable in helping me navigate some personal challenges I am currently facing.

Due to [briefly explain reason for request, if comfortable], I am seeking professional advice to gain better clarity and direction. I would appreciate the opportunity to discuss this matter with you and explore ways to address these concerns effectively.

Please let me know your available times for a session or if there are any forms I need to complete beforehand. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]