

Letter of Introduction for Career Counseling

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the parent/guardian of [Child's Name], a student in [his/her/their] [Grade/Year] at your esteemed institution.

I am writing to request a career counseling session for [Child's Name] as [he/she/they] is beginning to explore potential career paths and educational opportunities. I believe that your expertise in guiding students through this important phase will be invaluable.

Please let me know if it would be possible to arrange a meeting at your convenience. I appreciate your attention to this matter and look forward to your response.

Thank you for your support.

Sincerely,

[Your Name]