

Request for Private School Career Counseling Session

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a career counseling session for my child, [Child's Name], who is currently enrolled in [Child's Grade/Class] at [School's Name].

As we navigate the options available for [his/her/their] future education and career path, we believe that personalized guidance from an experienced counselor would be highly beneficial. We would appreciate any available time slots for a session, either in person or virtually, at your earliest convenience.

Thank you for considering our request. We look forward to your response.

Sincerely,

[Your Name]