

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date: [Insert Date]

Recipient Name  
Recipient Title  
Department Name  
University Name  
University Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a meeting to discuss guidance for my dissertation project titled "[Insert Dissertation Title]." As I embark on this pivotal stage of my academic journey, I believe your expertise in [Insert Relevant Field] would be invaluable to my research.

I am particularly interested in [briefly outline areas of interest or specific topics], and I would greatly appreciate your insights and advice regarding my proposed methodology and theoretical framework.

Please let me know your available times for a meeting in the coming weeks. I am flexible and can adjust to accommodate your schedule.

Thank you for considering my request. I look forward to the possibility of discussing my dissertation further.

Warm regards,  
[Your Name]  
[Your Program/Department]