

Guidance Request for College Admissions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your guidance regarding the college admissions process as I approach this important milestone in my academic journey.

I am particularly interested in [mention specific colleges or programs] and would greatly appreciate any advice you could offer on how to strengthen my application. Additionally, insights on writing a compelling personal statement and securing strong letters of recommendation would be invaluable.

If possible, I would love to schedule a meeting with you to discuss this in further detail. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]