

# Meeting Request with Academic Advisor

Date: [Insert Date]

To: [Advisor's Name]

From: [Your Name]

Subject: Request for Meeting

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss my academic progress and seek guidance on my course selections for the upcoming semester.

Could we schedule a meeting at your convenience? I am available on the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Please let me know if any of these options work for you or if there is another time that would be more convenient. I appreciate your assistance and look forward to our discussion.

Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]