

Request for Academic Support Session

Date: [Insert Date]

To: [Instructor's Name]

Subject: Request for Academic Support Session

Dear [Instructor's Name],

I hope this message finds you well. I am writing to request an academic support session regarding [specific subject or topic] that I am currently struggling with. I believe that additional guidance will greatly help me improve my understanding and performance.

Would it be possible to schedule a session at your convenience? I am available on [provide a couple of options for dates and times], but I am more than willing to accommodate your schedule if those times do not work.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]