

# Appointment Request for Academic Guidance

Date: [Insert Date]

To: [Advisor's Name]

[Advisor's Title]

[University/Department Name]

[University Address]

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year] student majoring in [Your Major] at [University Name]. I am writing to request an appointment for academic guidance regarding [specific topics you need help with, e.g., course selection, career advice, research opportunities, etc.].

I believe that your expertise will greatly assist me in making informed decisions related to my academic journey. If possible, I would appreciate the opportunity to meet with you at your earliest convenience. I am available on [insert your availability, e.g., certain days/times] but can adjust according to your schedule.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Department]