

# Appointment Request with Academic Advisor

Date: [Insert Date]

To: [Advisor's Name]

Subject: Request for Appointment

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Major/Program] student at [Your Institution]. I would like to request an appointment with you to discuss my academic progress and seek guidance on [specific topics or issues].

I am available on the following dates and times:

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

If these times do not work for you, I would be happy to accommodate your schedule. Thank you for your assistance, and I look forward to your reply.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]