

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [Your University]. I am reaching out to inquire about the possibility of scheduling an appointment for academic advising.

I would greatly appreciate the opportunity to discuss my academic progress, as well as potential course selections for the upcoming semester. If possible, I would like to schedule a meeting at your earliest convenience.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your University]