

# Academic Advising Appointment Request

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 writing to request an appointment for academic advising.

I would like to discuss my academic progress and explore options for my upcoming courses. Additionally, I have a few questions regarding [specific topics you wish to discuss, e.g., internships, study abroad, etc.].

I am available for an appointment on the following days and times:

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

Please let me know if any of these options work for you or if there is another time you would prefer. Thank you for your assistance, and I look forward to your reply.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]