

# Academic Advising Meeting Request

Date: [Insert Date]

Dear [Advisor's Name],

I hope this message finds you well. I would like to schedule an academic advising meeting to discuss my academic progress and future course selections.

Please let me know your available times in the following week so that we can arrange a convenient time to meet.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]