

Appointment Request for Study Abroad Advising

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 very interested in studying abroad and would like to discuss my options with you.

Could we possibly schedule a meeting at your earliest convenience? I am available on [insert days and times you are available]. If those times do not work, I am happy to adjust to your schedule.

Thank you for considering my request. I look forward to hearing from you.

Best regards,
[Your Name]
[Your Student ID]
[Your Contact Information]