

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request an academic advising meeting to discuss my current course schedule and future academic goals.

Would you be available for a meeting on [Proposed Date and Time]? If that does not work for you, I am happy to adjust to a time that is more convenient.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]