

Dear [Advisor's Name],

I hope this message finds you well. I would like to request a one-on-one advising discussion at your earliest convenience. I have a few topics I'd like to discuss regarding my academic progress and future plans.

Could you please let me know your available times in the coming week? I am flexible and can adjust my schedule to accommodate yours.

Thank you for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Student ID]