

# Meeting Request for Transfer Credit Counseling

Dear [Advisor's Name],

I hope this message finds you well. I am writing to schedule a meeting to discuss transfer credit counseling regarding my upcoming academic plans. I believe this meeting will help clarify my options and ensure a smooth transition.

Could we possibly meet on [insert date and time]? If that does not work for you, I am available on [provide two or three alternative dates and times].

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

Sincerely,  
[Your Name]  
[Your Student ID]  
[Your Contact Information]