

# Inquiry for Special Advising Appointment

Date: [Insert Date]

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 Institution]. I am reaching out to request a special advising appointment to discuss [specific topic or issue you want to address, e.g., course selection, academic challenges, etc.].

I believe that your expertise and guidance would be beneficial as I navigate this issue. Would it be possible to schedule a meeting at your earliest convenience? I am available on the following dates and times: [Insert your availability].

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]