

# Referral for Special Advising Appointment

Date: [Insert Date]

To: [Advisor's Name]

[Advisor's Office Address]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to refer [Student's Name], a [Student's Year, e.g., sophomore] majoring in [Student's Major], for a special advising appointment. [Student's Name] has been facing [briefly describe the issues, e.g., academic challenges, personal issues], and I believe guidance from your expertise would greatly benefit them.

Please find the relevant details below:

- **Student ID:** [Student's ID]
- **Major:** [Student's Major]
- **Specific Areas of Concern:** [Detail Areas]

I appreciate your attention to this matter, and I am confident that your support will make a significant difference for [Student's Name]. Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]