

Request for Special Advising Appointment

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request a special advising appointment to discuss [mention your specific concern or topic, e.g., academic progress, career advice, etc.]. I believe your insights and guidance would be immensely beneficial as I navigate this matter.

Would it be possible to schedule a meeting at your earliest convenience? I am available on [provide your availability], but I am willing to adjust to fit your schedule. Thank you for considering my request.

Looking forward to your response.

Best regards,

[Your Full Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Department]