

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Adviser's Name]

[Adviser's Title]

[School/Institution Name]

[School Address]

[City, State, Zip Code]

Dear [Adviser's Name],

I hope this message finds you well. I am writing to request an advising meeting regarding the dual enrollment options available to me. I am very interested in exploring the opportunities for earning college credit while completing my high school education.

My availability for a meeting is as follows:

- [Date and Time]
- [Date and Time]
- [Date and Time]

Please let me know if any of these options work for you or if there is a more convenient time for us to meet. I appreciate your help and guidance in this process.

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

Sincerely,

[Your Name]