

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to seek your guidance regarding my re-enrollment at [University Name]. After taking some time off, I am eager to return and continue my studies in [Your Major/Program].

I would greatly appreciate the opportunity to discuss my academic plan and any necessary steps I need to take for a smooth re-enrollment process. Please let me know your availability for a meeting, either in person or virtually. I look forward to your insights and support.

Thank you for your time, and I hope to hear from you soon.

Best regards,
[Your Name]
[Your Student ID]
[Your Email Address]
[Your Phone Number]