

Request for Re-enrollment Advising Appointment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Advisor's Name]

[Department Name]

[Institution's Name]

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to request an advising appointment regarding my re-enrollment at [Institution's Name]. I am eager to discuss my academic plans and any requirements I need to fulfill for my return to studies.

I would appreciate it if we could schedule a meeting at your earliest convenience. I am available on [insert days and times you are available], but I am more than willing to accommodate your schedule.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]