

Meeting Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Advisor's Name]

[Advisor's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss [briefly state the purpose of the meeting, e.g., my progress in the program, research ideas, etc.].

Could we possibly meet on [suggest two or three dates and times]? I am flexible with my schedule and can adjust according to your availability.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Program/Year]