

Summer Session Advising Request

Date: [Insert Date]

To: [Advisor's Name]

[Advisor's Title]

[Department Name]

[University Name]

[University Address]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request an advising appointment for the upcoming summer session. I would like to discuss my course options and academic plans for the summer term.

As a [Your Major/Field of Study] student, I am interested in taking courses that will help me progress towards my degree and enhance my skills. I believe your insights will be invaluable in helping me make informed decisions.

Please let me know your available times, and I will do my best to accommodate. Thank you for your assistance, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]

[Your Degree Program]