

Request for Academic Counseling

Date: [Insert Date]

To: [Counselor's Name]

[School or Institution Name]

[Address]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to request a meeting for academic counseling due to some pressing concerns regarding my academic progress and course selections. I believe your guidance is essential for me to navigate these challenges effectively.

As a [your year, e.g., sophomore] student majoring in [your major], I find myself at a crossroads regarding my academic path and future goals. I am particularly struggling with [briefly mention specific issues, e.g., time management, course load, etc.], and I would greatly appreciate your advice on how to address these issues.

Please let me know your available time slots for a meeting, as I am eager to resolve these concerns and make informed decisions. Your support in this matter would mean a lot to me.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]