

# Letter of Request for Expedited Academic Consultation

Date: [Insert Date]

To: [Recipient's Name]

Department: [Department Name]

Institution: [Institution Name]

Address: [Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an expedited academic consultation regarding [briefly state the purpose, e.g., "my recent research proposal" or "my ongoing academic project"]. Given the approaching deadlines and the importance of expert feedback, I believe that a timely discussion would be highly beneficial.

I am available for a meeting on the following dates and times: [list your availability]. If these do not work for you, I am open to any other times that you may suggest.

Your insights would be invaluable, and I appreciate your consideration of this request. Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Program/Department]

[Your Contact Information]