

Priority Academic Guidance Request

Date: [Insert Date]

To: [Advisor's Name]

[Department Name]

[University/College Name]

[University Address]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request priority academic guidance regarding my current academic situation and future course planning. As a [Your Major/Program] student in my [Year/Level], I am facing [briefly explain your situation or challenges].

Given the challenges I am encountering, I believe that your expertise and guidance would be invaluable in helping me navigate my academic path. I would appreciate the opportunity to meet with you at your earliest convenience to discuss my options and strategies for success.

Please let me know your available times for a meeting. Thank you for considering my request, and I look forward to your response.

Best regards,

[Your Full Name]

[Your Student ID]

[Your Contact Information]

[Your Program/Major]