

Request for Academic Advising Session

Date: [Insert Date]

[Your Full Name]

[Your Student ID]

[Your Program/Department]

[Your Email Address]

[Your Phone Number]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request an academic advising session to discuss my academic progress and potential course selections for the upcoming semester. I have some specific questions regarding [briefly mention topics or concerns, e.g., choosing elective courses, understanding degree requirements].

I am available for a meeting on the following dates and times:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

If these options do not work for you, I would be happy to accommodate your schedule. Thank you for your assistance, and I look forward to your reply.

Sincerely,

[Your Full Name]