

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Advisor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request an urgent academic advising appointment due to [brief explanation of your situation, e.g., impending registration deadline, academic probation, personal circumstances].

Given the urgency of my situation, I kindly ask if you could accommodate a meeting at your earliest convenience. I am available on [provide days and times you are available], but I am willing to adjust my schedule to suit your availability.

Your guidance is crucial for my academic success, and I greatly appreciate your support during this time.

Thank you very much for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Student ID]