

Meeting Request for Course Repeats

Date: [Insert Date]

To: [Advisor's Name]

Email: [Advisor's Email]

Dear [Advisor's Name],

I hope this message finds you well. I am [Your Name], a student in the [Your Major] program, and I would like to request a meeting to discuss my options for repeating some courses in my academic plan.

Due to [briefly explain reason, e.g., challenges faced or specific situations], I believe that retaking these courses would greatly benefit my understanding and performance in the subject matter.

Could we schedule a meeting at your earliest convenience? I am available on [insert your available days and times].

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]