

# Advising Request for Academic Recovery

Date: [Insert Date]

[Your Name]

[Your Student ID]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to formally request an advising appointment to discuss my academic recovery plan through course repetition. Due to [briefly explain the circumstances that led to the academic difficulties, e.g., personal issues, health problems], I was unable to perform to the best of my abilities in my courses.

I believe repeating certain courses would significantly aid my understanding of the material and improve my academic standing. I would greatly appreciate your guidance on which courses I should consider repeating and any other resources or support available to me during this process.

Please let me know your availability for a meeting. Thank you for your support and understanding.

Sincerely,

[Your Name]