

# Introduction Letter to Faculty Advisor

Date: [Insert Date]

[Your Name]  
[Your Student ID]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Faculty Advisor's Name]  
[Department Name]  
[University Name]  
[University Address]

Dear [Faculty Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] at [University Name]. I am writing to introduce myself and to seek your guidance regarding some academic concerns I have been experiencing.

Recently, I have encountered [briefly describe your academic concerns]. I am eager to discuss these issues with you and to explore possible solutions or strategies to help me succeed in my studies.

I appreciate your time and expertise, and I look forward to your response. Please let me know when you would be available to meet, either in person or virtually.

Thank you for your consideration.

Sincerely,  
[Your Name]