

Letter to Academic Advisor

Date: [Insert Date]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to prepare for our upcoming graduate advising discussion scheduled for [insert date and time]. I want to ensure that we make the most of our time together and cover all necessary topics.

In our meeting, I would like to discuss the following:

- Progress on my current coursework
- Research opportunities and assistantships
- Future career path and professional development
- Any upcoming deadlines or requirements

If there are additional topics you feel would be beneficial to address, please let me know. Thank you for your guidance and support throughout my graduate studies. I look forward to our discussion.

Best regards,

[Your Name]

[Your Student ID]

[Your Contact Information]