

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Title or Position]
[Department/Office Name]
[University Name]
[University Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my concern regarding the availability of academic advisors within the [specific department or program] at [University Name]. As a student committed to my education, I believe that accessible advising is vital for our academic success.

Recently, I have encountered difficulties in scheduling appointments and receiving timely responses to my inquiries. This limited access to academic guidance has been a significant obstacle in navigating course selections and career advice.

I kindly request your attention to this matter and would appreciate any updates on how the department is addressing these availability concerns. Ensuring that all students have access to their advisors is crucial to fostering a supportive academic environment.

Thank you for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID]