

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 request your assistance regarding my academic progress and future course selections. As I navigate through my program, I have encountered some challenges that I believe would benefit from your guidance.

Specifically, I would like to discuss [briefly mention the issues/topics you want to address, e.g., course load, degree requirements, career advice]. Your expertise and insight would be invaluable in helping me make informed decisions.

If possible, I would greatly appreciate an appointment at your earliest convenience. I am available on [provide a few options for times and dates], but I am more than willing to accommodate your schedule.

Thank you very much for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Student ID]