

Letter of Introduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Advisor's Name]

[Department or College Name]

[College/University Name]

[College Address]

Dear [Advisor's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., freshman, sophomore] majoring in [Your Major] at [College/University Name]. I am reaching out to introduce myself and to seek your guidance as I navigate my academic journey.

Having recently enrolled at [College/University Name], I am eager to make the most of my education and to learn from experienced faculty like yourself. I am particularly interested in [mention any specific interests related to your major or academic goals].

I would greatly appreciate the opportunity to meet with you to discuss my academic path, your areas of expertise, and any advice you may have for a student in my position. Your insights would be invaluable to me as I plan for my future.

Thank you for considering my request. I look forward to the possibility of working with you and learning from your experiences.

Sincerely,

[Your Name]