

# Introduction Letter for Advising Appointment

Date: [Insert Date]

To: [Advisor's Name]

[Advisor's Title]

[Department Name]

[College/University Name]

[Office Address]

Dear [Advisor's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [College/University Name]. I would like to schedule an advising appointment to discuss my academic progress and seek guidance on course selection for the upcoming semester.

Having a keen interest in [specific area of interest related to your major], I believe your insights would be invaluable in helping me navigate my academic and career goals.

Could you please let me know your availability in the coming weeks? I am flexible and can adjust to a time that suits you best.

Thank you for your time and support. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]