

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Department/Office]

[University/College Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient'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 [University/College Name]. I am writing to request guidance regarding my academic progress and future course selections.

As I plan for the upcoming semester, I would appreciate your advice on [specific subjects, majors, internships, or other academic-related topics]. I want to ensure that I am on the right track to achieve my academic and career goals.

Could we schedule a meeting at your earliest convenience? I am available [provide your availability]. Thank you for considering my request, and I look forward to your guidance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]