

Letter of Academic Plan Discussion

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss my academic plan for the upcoming semester and seek your guidance on a few areas where I would appreciate your expertise.

As I move forward with my studies in [Your Major/Program], I intend to focus on the following objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I would like to schedule a meeting at your earliest convenience to go over these points in detail and receive your insights. Please let me know your available times.

Thank you for your attention and support in my academic journey. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID]

[Your Program]

[Your Contact Information]