

[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. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student majoring in [Your Major] at [University Name]. I am writing to request an appointment to discuss my academic plan and seek guidance regarding course selection and possible career paths.

As I strive to stay on track with my academic goals, I believe that your insights would be invaluable. I am particularly interested in [mention any specific topics or questions you would like to discuss].

Please let me know your available times for a meeting, whether in person or virtually. I am flexible with my schedule and willing to accommodate your availability.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID]