

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request a meeting to discuss my academic progress and seek your guidance on [specific topics or concerns].

Could we arrange a time to meet during your office hours next week? I am available on [insert available days and times]. If those do not work for you, I am happy to adjust according to your schedule.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]