

Request for Appointment with Academic Counselor

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Counselor's Name]

[Counselor's Office]

[University/College Name]

[Office Address]

[City, State, Zip Code]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to formally request an appointment with you to discuss my academic progress and future academic goals. As I am currently navigating important decisions regarding my coursework and career path, your guidance would be immensely valuable.

I am available for a meeting on [insert your available dates/times], but I am willing to adjust to fit your schedule. Please let me know a time that works best for you.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]

[Your Student ID]