

[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. I am writing to request a meeting with you to discuss my academic progress and seek your advice on my course selection for the upcoming semester. I believe your guidance would be invaluable in helping me make informed decisions about my academic path.

Could we schedule a meeting at your earliest convenience? I am available on [provide two or three options for dates and times], but I am happy to accommodate your schedule if those do not work for you.

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

Sincerely,

[Your Name]

[Your Student ID]