

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Career Counselor's Name]

[Career Counseling Center's Name]

[Center's Address]

[City, State, Zip Code]

Dear [Career Counselor's Name],

I hope this message finds you well. I am writing to request a career counseling session to discuss my career goals and explore potential pathways for my professional development.

Given my interest in [specific field or subject], I believe your expertise will greatly benefit me in making informed decisions about my future career. If possible, I would appreciate scheduling a session at your earliest convenience.

Please let me know your available times, and I will do my best to accommodate your schedule. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]