

# Request for Virtual Career Counseling Session

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Counselor's Name]

[Counseling Center Name]

[Center Address]

[City, State, Zip Code]

Dear [Counselor's Name],

I hope this message finds you well. I am writing to request a virtual career counseling session at your earliest convenience. I am seeking guidance on [briefly state your specific career interests or areas where you need assistance].

Given the current circumstances, I believe a virtual session would be the most feasible option. I am available on [insert a few dates and times you are available] and would appreciate it if we could schedule a meeting during that time.

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

Sincerely,

[Your Name]