

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Advisor's Name]  
[Department Name]  
Bowling Green State University  
[University Address]  
[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to schedule an academic advising appointment to discuss my degree plan and any available academic resources that may assist me in my studies at Bowling Green State University.

I am particularly interested in reviewing my course selections for the upcoming semester and ensuring that I am on track to meet my graduation requirements. I would also appreciate any advice you can offer regarding extracurricular opportunities that may enhance my academic experience. Please let me know your available times for an appointment, or if there's a specific procedure I should follow to schedule. Thank you for your assistance, and I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Student ID]