

[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]