

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Professor's Name]
[Department/School Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss [specific reason for the meeting, e.g., course material, research opportunities, academic advice].

I am available [provide at least two or three options for dates and times], but I am more than willing to accommodate your schedule. Please let me know what works best for you.

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

Best regards,

[Your Name]
[Your Student ID (if applicable)]
[Your Major/Program]