

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Guidance Counselor's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip Code]

Dear [Guidance Counselor's Name],

I hope this letter finds you well. I am writing to seek your guidance regarding [specific topic or issue, e.g., college applications, course selection, career advice].

[Briefly explain your current situation or what you need assistance with. Include any relevant details that will help the counselor understand your request.]

I would greatly appreciate the opportunity to meet with you to discuss this further. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Grade Level]