

[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 message finds you well. I wanted to take a moment to thank you for meeting with me on [date of the meeting]. I truly appreciate the time you took to discuss my academic and career goals.

Your insights regarding [specific topics discussed] were particularly helpful, and I feel more informed about the steps I need to take moving forward. I am excited to explore [any specific advice given] and will act on your suggestions.

Please let me know if there are any additional resources or follow-up steps you recommend. I look forward to our next meeting and continuing to build on the progress we've made.

Thank you once again for your support.

Sincerely,

[Your Name]