

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

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

Dear [Counselor's Name],

I hope this letter finds you well. I am writing to inquire about the possibility of receiving guidance and support from you regarding [specific issue or topic, e.g., college applications, mental health resources, academic counseling].

I would greatly appreciate your insights and assistance in navigating this process. If possible, I would like to schedule a meeting to discuss my situation in further detail and explore potential strategies or resources that could be beneficial.

Thank you for your time and support. I look forward to your response.

Sincerely,

[Your Name]  
[Your Grade/Year]