

[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 am writing to seek your assistance with my academic challenges.

[Briefly explain the specific subjects or areas where you are struggling, and any relevant details about your current situation.]

I would appreciate your guidance on the following aspects:

1. [Specific issue or question 1]
2. [Specific issue or question 2]
3. [Any other concerns or needs]

I am committed to improving my academic performance and would be grateful for any resources, advice, or support you could offer. Please let me know if we can schedule a time to discuss this further.

Thank you for your attention and support.

Sincerely,

[Your Name]
[Your Grade/Class]