

[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 guidance and support regarding some challenges I have been facing related to my mental health.

Over the past few weeks/months, I have experienced [briefly describe your feelings or experiences, e.g., increased anxiety, stress, or sadness], which has impacted my ability to [mention specific areas affected, such as school performance, social interactions, etc.].

I believe that speaking with you could help me find effective strategies to cope with these feelings and navigate my current situation. I would appreciate any resources, referrals, or insight you may have that could assist me during this time.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Grade/Year]