

[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 request your assistance regarding [specific issue or topic you need help with, e.g., college applications, academic difficulties, personal concerns].

I would greatly appreciate the opportunity to meet with you to discuss this matter further and explore the options available to me. 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/Year]