

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Guidance Counselor's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Guidance Counselor's Name],

I hope this message finds you well. I am writing to request a meeting with you to discuss [briefly explain the purpose, e.g., my academic progress, college planning, or personal concerns].

I believe your guidance would be invaluable as I navigate this situation. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Grade/Position, if applicable]