

[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 letter finds you well. I am writing to seek your advice regarding [specific issue, topic, or decision, e.g., college applications, career choices, academic challenges, etc.].  
I have been facing [brief description of the situation or challenge you are dealing with], and I believe your expertise and guidance would be immensely helpful.

I would greatly appreciate the opportunity to discuss this matter with you and explore possible options. Please let me know a convenient time for us to meet or if I should come during your office hours.

Thank you for your time and assistance.

Sincerely,

[Your Name]  
[Your Grade/Class]