

[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 in great spirits. I am writing to you to discuss [specific reason for writing, e.g., my academic performance, college plans, personal challenges].

[In this paragraph, describe your situation or concerns in more detail. Mention specific instances if relevant, and how they have impacted you.]

I would greatly appreciate your guidance on [ask for specific advice, resources, or actions you would like the counselor to take]. Your expertise and support would mean a lot to me as I navigate this [time in my life/exciting journey/challenging situation].

Thank you for taking the time to read my letter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Grade/Year, if applicable]