

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

Dear [Guidance Counselor's Name],
I hope this letter finds you well. I am writing to express my concerns regarding [Student's Name], who has been facing [specific challenges or issues]. It is my belief that with your expertise and intervention, we can provide the support [he/she/they] needs to navigate this challenging time.

[Provide specific examples of the issues the student is facing, such as academic struggles, social challenges, or mental health concerns. Illustrate your points clearly and factually.]

I am convinced that your involvement can make a significant difference. Your experience and passion for guiding students can help [Student's Name] develop strategies to overcome these hurdles and foster a more positive school experience. I kindly ask that you meet with [him/her/them] to discuss potential resources and support systems that may be beneficial.

Together, we can ensure that [Student's Name] feels supported and empowered in their educational journey. Thank you for considering my request. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]
[Your Phone Number]