

[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 discuss [specific issue or topic, e.g., college applications, course selection, personal concerns, etc.].

[Briefly explain your situation or the purpose of your letter. Include any relevant details to provide context.]

I would greatly appreciate the opportunity to meet with you to discuss this further. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,  
[Your Name]  
[Your Grade/Year]