

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Counselor's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Counselor's Name],

I hope this letter finds you well. I am writing to request your assistance as I transition [mention the specific transition, e.g., from middle school to high school, from high school to college, etc.].

As I prepare for this significant change, I would greatly appreciate your guidance on [specific issues you want help with, e.g., course selection, college applications, navigating social challenges, etc.]. Your expertise and support would be invaluable in helping me make informed decisions that align with my goals.

I am particularly interested in discussing [mention any specific concerns or topics you would like to address]. Please let me know if we could schedule a meeting at your earliest convenience. Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Grade/Year, if applicable]