

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Advisor's Name]  
[Advisor's Title]  
[Department/Office Name]  
[University/College Name]  
[Address]  
[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to request a graduation advising appointment to discuss my progress towards completing my degree requirements. I would appreciate your guidance in reviewing my academic plan and addressing any potential concerns.

Please let me know your availability in the coming weeks. Thank you for your time and assistance.

Sincerely,

[Your Name]  
[Your Student ID]