

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

Dear [Advisor's Name],

I hope this message finds you well. I am writing to discuss [briefly state the purpose of the letter, e.g., my research interests, course selection, internship opportunities, etc.].

As you know, I am currently [your current status, e.g., a first-year graduate student in the VLSI program]. I am particularly interested in [specific topics or projects related to VLSI] and would appreciate your guidance on [specific request or question].

I would be grateful if we could arrange a time to meet and discuss this further. Please let me know your availability in the coming weeks.

Thank you for your support and guidance.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]