

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

Dear [Advisor's Name],

I hope this message finds you well. I am writing to seek academic advising regarding my [specific issue or query, e.g., course selection, program requirements, academic strategies, etc.]. As a [your program or year, e.g., second-year Bachelor of Arts student], I want to ensure that I am on track to achieve my academic goals and make informed decisions about my studies.

[Optional: Briefly explain your current academic situation and any specific challenges or questions you have.]

I would greatly appreciate the opportunity to meet with you to discuss this matter in detail. Please let me know your available times for an appointment, or if there are any resources you recommend I review prior to our meeting.

Thank you for your assistance. I look forward to your response.

Best regards,

[Your Name]
[Student ID (if applicable)]
[Program of Study]