**Template 1 Example** [This is a template, so you should edit it to sound like you.]

To: [Typing the last name of your recipient will pull their email up in the college directory. Make sure the email address is right, though, before you send!]

Subject: [Be sure to capitalize the first letter of your phrase. Choose a unique and fitting phrase for your content]. [Ex: My concerns over time management] [Ex: New Advisee 2020]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_\_\_\_, [If you’re not sure of your advisors’ pronouns, use “Dear First Name Last Name”, as listed in the directory].

My name is \_\_\_\_\_\_\_\_\_\_ and I am one of your new advisees, starting in Fall 2020.

My biggest concern this semester is my ability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My plan to combat this concern is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Do you have any other suggestions?

I look forward to learning from your expertise and guidance on my pathway towards becoming a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Sincerely,

Your name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template 2 Example**

To: williamsj@hocking.edu

Subject: Spring Semester Planning

Dear Mr. Williams

I’m one of your new advisees this fall. I have to say, I’m so happy to be a part of the Hocking College family.

I feel pretty confident in my ability to pass most of my classes, but I’m wanting to get ahead on planning for next semester. How do I know what classes to take?

I bet you are busy, right now, so I will look for your reply at your earliest convenience.

Thanks!

Hocking Hawk