

TOPIC: Counseling Services Appointment

Subject: Request for Counseling/Mental Health Services Appointment

Dear [Counseling/Mental Health Services Team or Counselor's Name],

I hope this message finds you well. I am writing to request an appointment with a counselor or mental health professional at [Your College/University's Counseling or Mental Health Services]. I believe that speaking with a professional could greatly benefit me during this time.

[Optional: Provide brief context or reason for seeking counseling, such as stress, anxiety, depression, academic concerns, personal challenges, etc.]

I understand the importance of mental health and well-being and am committed to addressing the challenges I am currently facing. I have heard positive feedback about the support offered by your department and am eager to explore the available resources.

Please let me know your availability for the upcoming week or two. Ideally, I would prefer an appointment during [Specify Your Availability, e.g., afternoons, mornings, specific days]. However, I am willing to work with your schedule to find a suitable time.

If there is any initial paperwork or forms I need to complete before the appointment, please provide me with the necessary information or direct me to the appropriate resources.

Confidentiality is of utmost importance to me, and I trust that our discussions will remain private and secure.

I look forward to the opportunity to speak with a professional and take positive steps toward improving my mental health and well-being.

Thank you for your attention to this request, and I eagerly await your response.

Best regards,

[Your Full Name]

[Your Student ID (if applicable)]

[Your Contact Information: Email and Phone Number]