**Subject:** Request for Office Visit Scheduling

Dear [Your Name],

I hope this email finds you well. I would like to request a scheduled office visit to discuss a query I have related to the course. Below are the details required for the appointment:

* **Name:** [Student's Full Name]
* **Roll Number:** [Student's Roll Number]
* **Degree Program:** [Student's Degree Program Name]
* **Section:** [Section Information]
* **Course Enrolled with You:** [Course Name or Code]
* **Detailed Explanation of Query/Issue:**  
  [Provide a detailed explanation of the query or issue that requires clarification.]

Please note that I understand only you have the right to decide whether an office visit is necessary, and if you deem it suitable, I will be happy to receive an appointment. If not, I appreciate your help in resolving the query via email.

Thank you for your time and consideration. I look forward to your response.

Best regards,  
[Student's Full Name]  
[Student's Contact Information]