To,

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

Date (date on which letter is written)

From,

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

Sub: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_,

This is to bring to your kind attention that I am pursuing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I have heard a lot about your achievements in this field and would like to request for an appointment with you. I would like to discuss with you on topics such as  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which will prove beneficial in my studies too.

I hope that you will consider my request and give me an appointment with your busy schedule. I look forward to getting a favorable response from you.

Thanking you,

Yours sincerely,

(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)