**Requesting an Appointment with an Instructor (Example)**

*Dear Professor,*

*My name is Sammy Owl and I am a student in your Rice 101 course. I am working through Homework #4 and I am having difficulty with the last problem. I looked through the lecture and the textbook, but I still need some guidance.*

*I know that you have office hours on Tuesdays from 1-3p. Unfortunately, I have a lab at that time that I cannot miss. Can we please set up an alternative time to meet? Here is when I am available for the week of 3/23.*

* *Monday 12-1p, 4-5p*
* *Tuesday 12-1p, 4-5p*
* *Friday 12p-5p*

*Please let me know when works for you or I can provide additional times.*

*Best,*
*Sammy*