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

I hope you are doing well! My name is \_\_\_\_\_\_\_\_\_\_\_\_\_. I am a \_\_\_\_\_\_\_\_\_\_\_\_\_\_(class year and major) in the SOJC. I recently learned that you are my faculty advisor and wanted to reach out to introduce myself. I look forward to getting to know you and working with you during my time in the SOJC.

Thank you/Respectfully/Sincerely/Best Wishes,

YOUR NAME