

Appointment Confirmation

Dear Professor [Last Name],

I hope this message finds you well. I am writing to confirm our office hour appointment scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please let me know if you have any questions or if there are any changes to the schedule. I look forward to our meeting.

Thank you!

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]