

# Appointment Confirmation

Dear [Parent/Guardian's Name],

We are pleased to confirm your appointment for career counseling at [School Name]. Below are the details of your appointment:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [School Address, Room Number]
- **Counselor:** [Counselor's Name]

Please make sure to bring any relevant documents or questions you may have.

Feel free to contact us at [Phone Number] or [Email Address] if you have any questions.

We look forward to meeting with you!

Best regards,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]