

# Confirmation of Dissertation Advisory Meeting

Date: [Insert Date]

To: [Advisor's Name]

From: [Your Name]

Subject: Confirmation of Dissertation Advisory Meeting

Dear [Advisor's Name],

I hope this message finds you well. I am writing to confirm our upcoming dissertation advisory meeting scheduled for [insert date and time]. We will be meeting at [insert location or specify if it will be virtual].

The agenda for the meeting will include:

- Progress on my dissertation work
- Feedback on recent research findings
- Discussion of next steps and timelines

Please let me know if there are any additional topics you would like to discuss.

Thank you for your support, and I look forward to our meeting.

Best regards,

[Your Name]

[Your Program and Year]

[Your Phone Number]

[Your Email Address]