

Meeting Confirmation

Dear [Student's Name],

Thank you for reaching out to schedule a meeting. I am writing to confirm our appointment for career guidance.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please come prepared with any questions or topics you would like to discuss regarding your career aspirations.

Looking forward to our meeting!

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]