

# Faculty Advisor Meeting Confirmation

Dear [Student's Name],

This letter is to confirm your meeting with me regarding your course selection for the upcoming semester.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please come prepared with a list of courses you are considering and any questions you may have.

If you need to reschedule, feel free to contact me at [Insert Email] or [Insert Phone Number].

I look forward to our meeting!

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]