

# Meeting Confirmation

Dear [Student's Name],

I hope this message finds you well. I am writing to confirm our upcoming meeting scheduled for [Date] at [Time]. We will meet in [Location/Platform].

During our meeting, we will discuss your academic progress, research ideas, and any concerns you may have. Please come prepared with any materials you would like to share.

If you have any questions or if you need to reschedule, please let me know.

Looking forward to our discussion.

Sincerely,  
[Advisor's Name]  
[Department Name]  
[University Name]  
[Contact Information]