

Meeting Confirmation

Dear [Student's Name],

I hope this message finds you well. This is to confirm your meeting with your faculty advisor, [Advisor's Name], scheduled for [Date] at [Time]. The meeting will take place in [Location/Room Number].

Please bring any relevant documents or questions you may have regarding your academic progress or international student matters.

If you need to reschedule or have any concerns, please feel free to reach out.

Looking forward to our conversation.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]