

Meeting Confirmation: Faculty Advisor

Dear [Student's Name],

I am writing to confirm our meeting scheduled for [Date] at [Time] in [Location/Format]. During this meeting, we will discuss your internship opportunities and provide guidance on how to make the most of your experience.

Please prepare any questions or topics you would like to cover. I look forward to our discussion.

Best regards,

[Your Name]

[Your Title]

[Department Name]

[University Name]

[Contact Information]