

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] via [Platform].

During this meeting, we will discuss your academic progress, any concerns you may have, and planning for the upcoming semester.

Please feel free to prepare any questions you may want to discuss.

Looking forward to our conversation!

Best regards,
[Your Name]
[Your Title]
[Department]
[Email Address]
[Phone Number]