

Meeting Confirmation

Dear [Faculty Advisor's Name],

I hope this message finds you well. I am writing to confirm our meeting scheduled for [Date] at [Time] to discuss our research collaboration on [Research Topic].

The meeting will take place at [Location/Platform] and is expected to last approximately [Duration].

Please let me know if the scheduled time is still convenient for you or if any adjustments are needed.

Thank you for your guidance and support.

Sincerely,

[Your Name]

[Your Position/Program]

[Your Contact Information]