

Meeting Confirmation for Thesis Discussion

Dear [Student's Name],

I am writing to confirm our upcoming meeting scheduled for [Date] at [Time]. We will meet in [Location/Platform for virtual meeting].

The purpose of this meeting is to discuss your thesis progress and any questions or concerns you may have.

Please come prepared with any materials or topics you would like to cover during our discussion.

If you have any scheduling conflicts or need to reschedule, please let me know as soon as possible.

Looking forward to our meeting.

Sincerely,

[Your Name]

[Your Position]

[Department]

[University Name]