

Meeting Confirmation

Dear [Student's Name],

Thank you for scheduling a meeting with me. I am writing to confirm our upcoming meeting.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

During our meeting, we will discuss your academic progress, course selection, and any other questions or concerns you may have.

If you need to reschedule, please feel free to contact me at [Insert Email] or [Insert Phone Number].

Looking forward to our discussion!

Best regards,

[Your Name]

[Your Title]

[Your Department]