

Advising Appointment Confirmation

Dear [Student's Name],

Thank you for scheduling an advising appointment. This letter is to confirm your appointment with [Advisor's Name] on [Date] at [Time]. The meeting will take place in [Location/Platform].

Please bring any necessary documents or questions you may have.

If you need to reschedule, feel free to contact us at [Contact Information]. We look forward to meeting with you!

Best regards,

[Your Name]

[Your Title]

[Department/Office Name]

[University/Organization Name]

[Contact Information]