

# Confirmation of Internship Advising Meeting

Dear [Student's Name],

We are pleased to confirm your internship advising meeting scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please bring any relevant documents and questions you may have regarding your internship search. We look forward to assisting you in your career development.

If you need to reschedule or have any further questions, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Title]

[Your Institution]