

Appointment Confirmation

Dear [Student's Name],

We are pleased to confirm your special advising appointment with [Advisor's Name]. Below are the details of your appointment:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location or Virtual Link]

Please come prepared with any questions or topics you would like to discuss.

If you need to reschedule or have any further inquiries, please do not hesitate to contact us at [Contact Information].

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Position]

[Department/Office Name]

[Contact Information]