

# Special Advising Appointment Documentation

Date: [Insert Date]

To: [Insert Student Name]

From: [Insert Advisor Name]

Subject: Special Advising Appointment Confirmation

Dear [Student Name],

We have scheduled your special advising appointment to discuss your academic progress and any challenges you may be facing. Below are the details of your appointment:

**Date:** [Insert Appointment Date]

**Time:** [Insert Appointment Time]

**Location:** [Insert Location or Zoom Link]

Please come prepared to discuss your goals and any specific topics you would like to address. If you have any conflicts or need to reschedule, do not hesitate to reach out.

Thank you, and I look forward to our meeting.

Sincerely,

[Insert Advisor Name]

[Insert Advisor Title]

[Insert Contact Information]