

# Community College Transfer Advising Confirmation

Date: [Insert Date]

Dear [Student's Name],

We are pleased to confirm your appointment for transfer advising at [Community College Name]. Below are the details of your meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Advisor:** [Advisor's Name]

Please bring any necessary documents, such as your current transcripts and a list of prospective transfer institutions.

If you have any questions or need to reschedule, feel free to contact us at [Contact Information]. We look forward to helping you with your transfer plans!

Sincerely,  
[Your Name]  
[Your Position]  
[Community College Name]