

# Academic Advising Appointment Confirmation

Date: [Insert Date]

Dear [Student's Name],

I hope this message finds you well. I am writing to confirm our upcoming academic advising appointment.

## Appointment Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location] / [Virtual Link if applicable]

## Topics to Discuss:

1. Course selection for the upcoming semester
2. Degree requirements and progress
3. Academic resources and support services
4. Career goals and next steps

Please come prepared with any questions or topics you would like to discuss. If you need to reschedule or have any specific concerns, feel free to reach out to me at [Advisor's Email Address] or [Phone Number].

Looking forward to our conversation!

Sincerely,

[Advisor's Name]

[Title]

[Department Name]

[Institution Name]

[Institution Address]