

Appointment Confirmation

Dear [Student's Name],

We are pleased to confirm your upcoming appointment with our career services team.

Appointment Details:

Date: [Date]

Time: [Time]

Location: [Location]

Please arrive 10 minutes early and bring any relevant documents or questions you may have.

If you need to reschedule or cancel, please contact us at [Contact Information].

Looking forward to assisting you with your career planning!

Best regards,

[Your Name]

[Your Title]

[Career Services Office]