

Scheduled Career Services Meeting Alert

Dear [Student's Name],

We are pleased to inform you that your scheduled career services meeting is set for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This meeting will provide you with valuable insights and guidance on your career path. Please come prepared with any questions or topics you would like to discuss.

If you need to reschedule or have any concerns, do not hesitate to reach out to us.

Looking forward to seeing you!

Best regards,

[Your Name]

[Your Title]

[Career Services Department]