

Career Counseling Appointment Reminder

Dear [Student's Name],

This is a friendly reminder for your upcoming career counseling appointment scheduled for:

Date: [Appointment Date]

Time: [Appointment Time]

Location: [Appointment Location]

Please arrive 10 minutes early to allow for check-in. If you need to reschedule, feel free to contact us at [Contact Information].

We look forward to assisting you in your career journey!

Best regards,

[Your Name]

[Your Position]

[Career Counseling Services]