

Upcoming Appointment Notification

Dear [Recipient's Name],

We are pleased to inform you that you have an upcoming appointment with our Career Services Department.

Appointment Details:

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

Please make sure to bring any necessary documents and come prepared with questions regarding your career path or job search strategies.

If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information].

We look forward to assisting you!

Best regards,

[Your Name]

[Your Job Title]

[Career Services Department]