

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our upcoming advising appointment scheduled for [Date] at [Time]. We will meet at [Location/Platform, e.g., Office, Zoom].

Please feel free to bring any questions or topics you would like to discuss regarding [specific subjects, if applicable]. If you need to reschedule or have any other concerns, do not hesitate to reach out to me.

Looking forward to our meeting!

Best regards,

[Your Name]
[Your Title/Position]