

[Your Name]
[Your Title/Position]
[Your Department]
[Your Institution]
[Your Email]
[Date]
[Student's Name]
[Student's Email]
[Student's ID]

Dear [Student's Name],

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

During our meeting, we will discuss your academic progress, review your current course selections, and address any questions or concerns you may have regarding your academic journey.

Please come prepared with any relevant materials, including your degree plan and questions you would like to discuss.

If you need to reschedule or have any specific topics you would like to cover, feel free to reach out to me in advance.

Looking forward to our conversation!

Best regards,

[Your Name]
[Your Title]
[Your Department]
[Contact Information]