

Appointment Confirmation Template

FOR SCHOOL OR TUTORING SERVICE

Subject: Confirmed: [Student Name]'s session with [Tutor Name]

Body:

Hi [Parent or Student Name],

Your tutoring session has been booked

 [Date & Time]

 [Location or Zoom Link]

Please have your materials ready and log in a few minutes early.
Need to change your session time? You can reschedule anytime
here: [Link]

Thanks for learning with us.
— [Tutoring Center Name]



Tip: Add a **calendar invite** link and **pre-appointment checklist** to reduce no-shows



Koalendar