

Request for Tutoring Appointment

Date: [Insert Date]

Dear [Tutor's Name or Program Coordinator],

I hope this message finds you well. My name is [Your Name], and I am interested in arranging a tutoring appointment for my child, [Child's Name], as part of your after-school program.

[Child's Name] has been experiencing some challenges in [specific subject or area], and I believe that additional support could greatly benefit them. I would appreciate it if we could schedule a meeting to discuss the available tutoring options and how we can best support [Child's Name]'s learning needs.

Please let me know your available times for a tutoring session, and I will do my best to accommodate. Thank you for considering this request, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Child's Grade/Class]