

Confirmation of Attendance

Date: [Insert Date]

Dear [Parent's Name],

This letter is to confirm your attendance at the upcoming Parental Guidance Conference scheduled for [Insert Date] at [Insert Time]. The conference will be held at [Insert Location].

We appreciate your commitment to your child's education and look forward to discussing their progress and how we can work together for their success.

Please feel free to contact us at [Insert Contact Information] if you have any questions or need further assistance.

Thank you, and we look forward to seeing you.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]