

Reminder: Parental Guidance Conference

Dear [Parent's Name],

We would like to remind you of the upcoming Parental Guidance Conference scheduled for:

Date: [Date]

Time: [Time]

Location: [Location]

This conference is a valuable opportunity to discuss your child's progress and address any questions or concerns you may have. We encourage your attendance and participation.

Please RSVP by [RSVP Date] to confirm your attendance.

Thank you, and we look forward to seeing you soon.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]