

# Request for Parent-Teacher Dialogue

Date: [Insert Date]

[Your Name]

[Your Position]

[School Name]

[School Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Parent's Name],

I hope this message finds you well. I am reaching out to discuss your child, [Student's Name], and their recent performance in class. I believe a dialogue between us could be beneficial in understanding [his/her/their] progress and how we can support [him/her/them] better.

I would like to schedule a meeting at your earliest convenience. Please let me know your available times, and I will do my best to accommodate. I look forward to working together to support [Student's Name].

Thank you for your attention.

Warm regards,

[Your Name]

[Your Position]