

Request for Parent-Teacher Discussion

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to request a meeting to discuss [Child's Name]'s progress in your class. I believe it would be beneficial to address some of the observations I have made and to hear your insights as well.

Please let me know your available times for a discussion. I am flexible and can adjust to your schedule.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Contact Information]