

Request for Student Progress Meeting

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to request a meeting to discuss [Student's Name]'s progress in class. We believe that a collaborative approach between teachers and parents is essential to support [his/her] academic journey.

We would like to review [his/her] strengths and areas for improvement, and discuss strategies to better support [his/her] learning. Please let us know your available times for a meeting within the next two weeks.

Thank you for your attention, and I look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]