

Parent-Teacher Meeting Confirmation

Dear [Parent's Name],

We are pleased to confirm your appointment for the upcoming Parent-Teacher Meeting.

Date: [Date]

Time: [Time]

Location: [Location]

This meeting will provide an opportunity to discuss your child's progress and any concerns you may have.

Please feel free to reach out if you have any questions prior to the meeting.

We look forward to seeing you!

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]