

# Parent-Teacher Conference Date Proposal

Dear [Teacher's Name],

I hope this message finds you well. I am writing to discuss the upcoming Parent-Teacher Conference for [Child's Name]. I believe it is essential for us to meet and discuss [his/her] progress and development in school.

Could we consider scheduling the conference on one of the following dates?

- [Proposed Date 1]
- [Proposed Date 2]
- [Proposed Date 3]

Please let me know if any of these dates work for you, or if there are other times that you would suggest. I appreciate your time and effort in supporting [Child's Name]'s education.

Thank you very much.

Sincerely,

[Your Name]

[Your Contact Information]