

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 discussion regarding [Child's Name], who is in your [specific grade/class name]. I believe a meeting would be beneficial to discuss [specific concerns, achievements, or observations].

Could we arrange a time to meet at your convenience? I am available on [insert preferred dates/times], but I am more than willing to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Contact Information]