

Confirmation of Parent-Teacher Meeting

Dear [Parent's Name],

We are writing to confirm your attendance at the upcoming parent-teacher meeting scheduled for:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This meeting will provide an opportunity to discuss your child's progress and how we can work together to support their education.

If you have any questions or need to reschedule, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]