

Confirmation of Parents-Teachers Meeting

Date: [Insert Date]

Dear [Parent's Name],

We are pleased to confirm your appointment for the upcoming Parents-Teachers Meeting scheduled for [Insert Date and Time] at [Insert Location].

This meeting is an excellent opportunity to discuss your child's progress and collaborate on ways to support their education.

Please feel free to reach out if you have any questions or need to reschedule.

We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]