

Reminder for Parent-Teacher Interaction

Dear [Parent's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming Parent-Teacher Interaction scheduled on [Date] at [Time]. The meeting will be held in [Location].

This is a great opportunity to discuss your child's progress, address any concerns, and collaborate on ways to support their education.

Please confirm your attendance by replying to this email or contacting the school office at [School Phone Number].

We look forward to seeing you!

Best regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]