

Availability for Teacher Conference Discussion

Dear [Teacher's Name],

I hope this message finds you well. I would like to express my interest in scheduling a conference discussion regarding [specific topic, e.g., my child's progress] at your earliest convenience.

My availability for the conference is as follows:

- Monday, [Date] - [Time Range]
- Wednesday, [Date] - [Time Range]
- Friday, [Date] - [Time Range]

Please let me know if any of these times work for you or if there is another time that you would prefer.

Thank you for your attention, and I look forward to your response.

Sincerely,
[Your Name]
[Your Contact Information]