

# Follow-Up on Teacher Conference

Dear [Teacher's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussion about scheduling a conference to discuss [Child's Name]'s progress in your class.

Please let me know your available dates and times for the meeting, as well as the preferred format (in-person or virtual). I am looking forward to collaborating with you to support [Child's Name]'s learning journey.

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

Best regards,

[Your Name]

[Your Contact Information]