

Request to Reschedule Teacher Conference

Dear [Teacher's Name],

I hope this message finds you well. I am writing to request a rescheduling of our upcoming teacher conference originally set for [original date and time]. Due to [brief explanation of the reason], I am unable to attend at that time.

I would greatly appreciate the opportunity to meet and discuss [specific topics or concerns] and would like to propose the following alternative dates and times:

- [Proposed date and time 1]
- [Proposed date and time 2]
- [Proposed date and time 3]

Please let me know if any of these options are convenient for you or if there is another time that works better. Thank you for your understanding.

Looking forward to your reply.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Child's Name and Grade]