

Acceptance of Invitation for Parent-Teacher Meeting

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to confirm my attendance at the scheduled parent-teacher meeting on [insert date] at [insert time]. I appreciate the opportunity to discuss [Child's Name]'s progress and work together to support their learning.

Thank you for the invitation, and I look forward to our meeting.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relation to the Child]