

Parent-Teacher Meeting Confirmation

Date: [Insert Date]

Dear [Parent's Name],

We are writing to confirm your attendance at the upcoming parent-teacher meeting scheduled for [Insert Date] at [Insert Time]. The meeting will take place in [Insert Location].

During this meeting, we will discuss your child's progress and address any questions or concerns you may have.

If you have any specific topics you would like to cover, please feel free to let us know in advance.

Thank you for your continued support and involvement in your child's education. We look forward to meeting with you!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]