

Notification of Confirmed Parent-Teacher Discussion

Dear [Parent's Name],

We are pleased to confirm your upcoming parent-teacher discussion.

Date: [Date]

Time: [Time]

Location: [Location]

This meeting will provide an opportunity to discuss your child's progress and any concerns you may have. We look forward to seeing you.

Thank you for your continued support.

Sincerely,

[Teacher's Name]

[School Name]