

Parent-Teacher Meeting Verification

Date: [Insert Date]

Dear [Parent's Name],

We are pleased to confirm your appointment for the upcoming parent-teacher meeting.

Details of the Meeting:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Location:** [Insert Meeting Location]
- **Teacher:** [Insert Teacher's Name]

Please feel free to reach out if you have any questions or need to reschedule.

We look forward to seeing you.

Best regards,
[Your Name]
[Your Position]
[School Name]