

Confirmation of Attendance

Dear [Parent's Name],

We are pleased to confirm your attendance at the upcoming Parent-Teacher Collaboration Workshop.

Date: [Workshop Date]

Time: [Workshop Time]

Location: [Venue/Address]

This workshop aims to strengthen the partnership between parents and teachers to enhance student success. We encourage your participation and input.

Please feel free to reach out if you have any questions or require further information.

Thank you for your commitment to your child's education.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]