

Dear Parents/Guardians,

We are pleased to invite you to our upcoming Teacher-Parent Collaboration Meeting scheduled for **[Date]** at **[Time]**.

This meeting will be held in **[Location]** and will provide a valuable opportunity for us to discuss your child's progress and collaborate on their educational journey.

Please RSVP by **[RSVP Date]** to confirm your attendance. We look forward to your participation and appreciate your commitment to your child's education.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]