

# Request for Attendance at Parent-Teacher Roundtable

Date: [Insert Date]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to request your attendance at the upcoming Parent-Teacher Roundtable scheduled for [Insert Date] at [Insert Time]. This event will provide an opportunity for us to discuss our child's progress and collaborate on ways to support their learning.

Your insights and input would be invaluable, and I believe that together we can enhance [Child's Name]'s educational experience.

Please let me know if you will be able to attend.

Thank you for your time and for your continued dedication to [Child's Name]'s education.

Sincerely,

[Your Name]

[Your Contact Information]