

Reminder: Special Education Assessment Meeting

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming Special Education Assessment Meeting scheduled for [Date] at [Time]. The meeting will be held at [Location].

During this meeting, we will discuss [specific agenda items or purpose of the meeting]. Your presence and input are highly valued as we work together to support [Student's Name].

Please confirm your attendance at your earliest convenience. If you have any questions or need further information, feel free to reach out.

Thank you for your ongoing commitment to [Student's Name]. We look forward to seeing you!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]