

Parent-Teacher Consultation Invitation

Dear [Parent's Name],

I hope this message finds you well. We would like to invite you for a parent-teacher consultation to discuss your child's progress in class and address any questions or concerns you might have.

Details of the consultation are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please let us know if you are available at the scheduled time or if another time would be more convenient for you.

Thank you for your continued support and involvement in your child's education. We look forward to meeting with you.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[Contact Information]