

# Confirmation of Teacher-Parent Meeting

Date: [Insert Date]

Dear [Parent's Name],

We are pleased to confirm your appointment for a meeting with [Teacher's Name] regarding your child, [Child's Name]. The meeting is scheduled for:

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please feel free to bring any questions or concerns you may have about your child's progress. We look forward to discussing their educational journey with you.

Thank you for your involvement in your child's education.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]