

Follow-Up Letter

Date: [Insert Date]

Dear [Parent's Name],

Thank you for taking the time to meet with me during our recent teacher-parent conference. I appreciated the opportunity to discuss [Student's Name]'s progress and the goals we have set for this academic year.

As we discussed, [Student's Name] has been [mention any positive comments about the student]. However, we also noted some areas where support is needed, specifically [mention the areas of concern].

Moving forward, I would like to suggest [mention any strategies, resources, or support you discussed]. I am confident that with continued collaboration, we can help [Student's Name] achieve their academic goals.

Please feel free to reach out if you have any questions or need further assistance. I look forward to our continued partnership.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]