

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you that our scheduled teacher-parent conference on [original date] needs to be rescheduled due to [reason for rescheduling].

We sincerely apologize for any inconvenience this may cause and would like to propose the following alternative dates:

- [New date option 1]
- [New date option 2]
- [New date option 3]

Please let me know which of these options works best for you, or feel free to suggest another time that may be more convenient. I appreciate your understanding and look forward to our conversation.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]