

Appointment Reminder

Dear [Parent's Name],

This is a friendly reminder for the upcoming Parent-Teacher Meeting scheduled for:

Date: [Date]

Time: [Time]

Location: [Location]

We look forward to discussing your child's progress and addressing any questions or concerns you may have.

Please feel free to reach out if you need to reschedule or have any inquiries.

Best regards,

[Your Name]

[Your Title]

[School Name]

[Contact Information]