

Inquiry for Parent-Teacher Consultation

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inquire about the possibility of scheduling a parent-teacher consultation to discuss [Child's Name], who is in your [Grade/Class Name] class.

As a concerned parent, I would appreciate the opportunity to gain insights into [Child's Name]'s academic progress and social interactions in the classroom. I believe a meeting would be beneficial in understanding how I can support [him/her/them] at home.

Could you please let me know your available times for a meeting? I am flexible on [provide a couple of options], but I am happy to adjust to fit your schedule.

Thank you for your attention to this matter. I look forward to your response.

Warm regards,

[Your Name]

[Your Contact Information]

[Date]