

# Dear [Parent's Name],

We hope this message finds you well. We are reaching out to invite you to a Parent-Teacher Feedback Meeting scheduled for [Date] at [Time]. The meeting will be held at [Location/Online Platform].

This meeting is an excellent opportunity for us to discuss your child's progress, share insights, and collaboratively identify strategies to support their learning journey.

Please let us know if you will be able to attend. Your feedback and participation are invaluable to us.

Thank you for your continued support!

Sincerely,  
[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]