

Letter of Appeal

Date: [Insert Date]

To: [Teacher's Name]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to request a meeting to discuss my child, [Child's Name], and their progress in your class this year.

I believe it is essential for the educational journey of my child that we work together to ensure their success. Your insights into their performance and behavior would be invaluable.

Could we kindly arrange a suitable time for this meeting? I am available on [insert dates and times], but I am willing to accommodate your schedule as best as I can.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]