

Dear [Parent's Name],

I hope this message finds you well. I would like to schedule a parent-teacher discussion to talk about [Student's Name]'s progress in class and any concerns or questions you may have.

Please let me know your availability for the following dates and times:

- [Date 1] at [Time 1]
- [Date 2] at [Time 2]
- [Date 3] at [Time 3]

If these options do not work for you, please suggest a time that suits your schedule.

Thank you for your cooperation. I look forward to our discussion.

Best regards,  
[Your Name]  
[Your Position]  
[School's Name]  
[Contact Information]