

# Request for Ongoing Parent-Teacher Consultations

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]

[Teacher's Name]  
[School's Name]  
[School's Address]  
[City, State, Zip]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to express my interest in establishing ongoing parent-teacher consultations for my child, [Child's Name], who is in your [grade/class name].

Effective communication between parents and teachers is vital for the continued success and development of our children. I believe that regular meetings would not only enhance our understanding of [Child's Name]'s progress but also provide a supportive framework for their learning.

I would appreciate the opportunity to discuss a schedule for these consultations. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to working together to support [Child's Name]'s educational journey.

Sincerely,  
[Your Name]