

Parent-Teacher Conference Confirmation

Dear [Parent's Name],

We are pleased to confirm your appointment for the parent-teacher conference on [Date] at [Time]. The meeting will take place in [Location/Room Number].

During this conference, we will discuss [Child's Name]'s progress, strengths, and areas for improvement. We encourage you to bring any questions or concerns you may have.

If you need to reschedule, please contact us at [Contact Information]. We look forward to meeting with you.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]