

Reminder: Upcoming Parent-Teacher Conference

Dear Parents/Guardians,

This is a friendly reminder that our upcoming parent-teacher conference is scheduled for **[Date]** at **[Time]**. We will meet in **[Location]**.

The conference is an opportunity to discuss your child's progress and any concerns you may have. Please come prepared with any questions you'd like to address.

If you are unable to attend at the scheduled time, please let us know so we can arrange an alternative date.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]