

# Rescheduling Parent-Teacher Conference

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you that due to an unforeseen circumstance, we will need to reschedule our upcoming parent-teacher conference originally set for [original date and time].

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

- [Alternative date and time 1]
- [Alternative date and time 2]
- [Alternative date and time 3]

Your insights and feedback are invaluable for [Child's Name]'s progress, and I look forward to our conversation.

Thank you for your understanding and flexibility.

Sincerely,  
[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]