

# IEP Meeting Reminder

Dear [Parent's Name],

This is a friendly reminder about the upcoming Individualized Education Program (IEP) meeting scheduled for:

**Date:** [Date]

**Time:** [Time]

**Location:** [Location]

The purpose of this meeting is to discuss [Student's Name]'s progress and to update their educational goals. Your participation is vital as we work together to support their educational journey.

Please feel free to bring any questions or concerns you may have regarding [Student's Name]'s IEP.

We look forward to seeing you at the meeting.

Best regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]