

# Teacher-Parent Conference Scheduling

Dear [Parent's Name],

We would like to invite you to a teacher-parent conference to discuss your child, [Child's Name], and their progress in class.

Please select a suitable date and time from the options below:

- [Date 1] - [Time 1]
- [Date 2] - [Time 2]
- [Date 3] - [Time 3]

We look forward to meeting with you and working together to support your child's educational journey.

Best regards,  
[Your Name]  
[Your Position]  
[School Name]  
[Contact Information]