

Parent-Teacher Collaboration for Academic Intervention

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to discuss the academic progress of your child, [Child's Name], in [Subject/Class Name].

We have noticed some challenges that [Child's Name] is facing, and we believe that a collaborative approach can help provide the necessary support to enhance their learning experience. Our primary goal is to ensure that [Child's Name] succeeds and feels confident in their abilities.

We would like to schedule a meeting to discuss the following:

- Specific areas where [Child's Name] may need assistance.
- Strategies we can implement together at home and in the classroom.
- Setting realistic goals for improvement.

Please let us know your availability for a meeting in the coming week. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your partnership in supporting [Child's Name]'s education. I look forward to collaborating with you to ensure the best for your child.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]