

Dear [Family Member's Name],

We hope this message finds you well. As part of our commitment to ensuring that every student receives the support they need, we are reaching out to involve you in the learning support services provided to [Student's Name].

We believe that family involvement is crucial to a child's success, and we would like to coordinate with you on the following services:

- Regular updates on [Student's Name]'s progress
- Workshops for families to learn how to support their child's learning at home
- Opportunities for you to share your insights and concerns regarding your child's education

Please let us know your availability for a meeting to discuss this further. We look forward to working together to support [Student's Name]'s educational journey.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]