

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to request a meeting regarding my child, [Child's Name], who is currently in [grade/class]. I would like to discuss [briefly state the reason for the meeting, e.g., academic progress, behavioral concerns, special needs, etc.].

I believe that a meeting would be beneficial in ensuring [Child's Name]'s success and addressing any concerns effectively. I am available on [provide a few options for days and times], but I am more than willing to accommodate your schedule.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Relation to the Child]
[Your Contact Information]