

[Your Name]
[Your Title/Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Parent/Guardian's Name]
[Parent/Guardian's Address]
[City, State, Zip Code]

Dear [Parent/Guardian's Name],

I hope this message finds you well. I am writing to schedule a follow-up appointment regarding [Student's Name] progress in [Subject/Class].

We would like to discuss [specific topics: academic performance, behavior, any concerns, etc.] to ensure [Student's Name] receives the necessary support.

Please let me know your availability for a meeting within the upcoming weeks. I am available on the following dates and times:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

If these options do not work for you, please suggest an alternative time that suits you best.

Thank you for your continued support. I look forward to our discussion.

Best regards,

[Your Name]
[Your Title/Position]
[School Name]