

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

[PTA Contact Name]
[PTA Organization]
[School Name]
[School Address]
[City, State, Zip Code]

Dear [PTA Contact Name],

I am writing to confirm my appointment for [specific purpose, e.g., a meeting, conference, discussion] with the PTA on [date and time]. I look forward to discussing [briefly state topics or concerns you wish to address].

Please let me know if there are any materials or information I should prepare in advance.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position, if applicable]