

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[PTA Contact Name]  
[PTA Organization/School Name]  
[PTA Address]  
[City, State, ZIP Code]

Dear [PTA Contact Name],

I hope this message finds you well. I am writing to follow up on my recent appointment request regarding [specific reason for the appointment, e.g., a discussion about school events, volunteering opportunities, or specific concerns].

As I have not yet received a response, I wanted to ensure that my request has been received and to check if there has been any progress in scheduling our meeting. I am eager to discuss [specific topics or concerns] and believe that our conversation would be beneficial.

Please let me know if there are any available times for us to meet or if additional information is needed from my end. I appreciate your attention to this matter and look forward to your reply.

Thank you very much.

Sincerely,

[Your Name]

[Your Relationship to the School, e.g., "Parent of a student in grade X"]