

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

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

Dear [Parent/Guardian Name],

We are pleased to inform you that your appointment for the Parent-Teacher Association (PTA) meeting has been scheduled. Here are the details:

****Date:**** [Insert Date]

****Time:**** [Insert Time]

****Location:**** [Insert Location]

This meeting will serve as a great opportunity for you to discuss your child's progress, collaborate with teachers, and engage with other parents. We encourage your participation as your involvement is vital to our school's success.

Please confirm your attendance by [Insert Confirmation Date]. If you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you, and we look forward to seeing you soon!

Sincerely,

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