

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

Dear [Parent's Name],

This is a friendly reminder about your upcoming appointment with the PTA scheduled for [Date] at [Time]. The meeting will take place at [Location].

We look forward to discussing important topics regarding our students and how we can work together to enhance their educational experience. Please feel free to reach out if you have any questions or need to reschedule.

Thank you,
[Your Name]
[Your Position]
[PTA Name]