

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

Dear [Student's Name],

I hope this letter finds you well. I would like to invite you for a consultation regarding your progress in class and to discuss any concerns you may have.

Please let me know your availability for a meeting this week or next, so we can find a suitable time to talk. Your academic success is important to me, and I want to ensure that you have the support you need.

Looking forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]