

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

Dear [Parent's Name],

I hope this message finds you well. I am writing to invite you to a teacher-parent meeting scheduled for [date] at [time]. This meeting will take place at [location/online platform].

The purpose of this meeting is to discuss [specific topics, e.g., your child's progress, any concerns, and ways we can work together to support their learning]. Your involvement is vital to your child's educational journey, and I would love to collaborate with you to ensure their success.

Please confirm your attendance by [RSVP deadline] if possible. If the proposed time is not convenient, let me know, and we can arrange an alternative.

Thank you for your cooperation, and I look forward to our discussion.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[School Name]