

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

We hope this message finds you well. We are excited to invite you to our upcoming parent-teacher meetings scheduled for [insert date(s)] at [insert time]. These meetings provide a valuable opportunity for you to discuss your child's progress, ask questions, and collaborate with our teachers to support your child's education.

Please confirm your attendance by [insert RSVP date] by replying to this letter or contacting the school office at [insert phone number or email address].

We look forward to seeing you and working together for the success of your child.

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Contact Information]