

[Your School Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Invitation to Individualized Education Program (IEP) Meeting

I hope this message finds you well. We would like to invite you to an upcoming meeting to discuss your child's Individualized Education Program (IEP). This meeting is an important opportunity to review your child's progress, discuss their educational needs, and make necessary adjustments to their IEP.

****Meeting Details:****

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please confirm your attendance by [Insert RSVP Date]. If you are unable to attend, we can arrange an alternative method for your participation. Your insights and contributions are invaluable to this process.

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and collaboration in your child's education.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]