

[Your Nursery Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Parent's Name],

We are excited to invite you to our upcoming Parent-Teacher Conference for [Child's Name] on [Date] at [Time]. This is a wonderful opportunity for us to discuss your child's progress, strengths, and areas for growth in our nursery program.

During the meeting, we will cover:

- Academics and skills development
- Social-emotional growth
- Communication between home and school
- Any questions or concerns you may have

Please confirm your attendance by [RSVP Date] so we can arrange our schedule accordingly. If you are unable to attend at the designated time, let us know, and we will do our best to accommodate you.

We look forward to meeting with you and partnering together in your child's education!

Warm regards,

[Your Name]  
[Your Position]  
[Your Nursery Name]