

# Sample School Inquiry Letter Requesting Parent-Teacher Meeting

Date: [Insert Date]

Dear [Parent/Guardian Name],

I hope this letter finds you well. As part of our ongoing commitment to support your child's educational journey, we would like to invite you to a parent-teacher meeting to discuss **[Student's Name]**'s academic progress, behavior, and overall development.

Parental involvement plays a crucial role in ensuring the success and well-being of our students. This meeting will provide an opportunity to collaboratively review your child's achievements, address any concerns, and develop strategies to further support their growth in school.

We have scheduled the meeting for:

**Date:** [Proposed Date Options]

**Time:** [Proposed Time Options]

**Venue:** [School/Teacher's Office/Online Meeting Link]

Please kindly confirm your availability by [Response Deadline] so we can finalize the arrangements. If the suggested dates are not convenient, feel free to suggest alternative times that work for you.

Thank you for your continued cooperation and commitment to **[Student's Name]**'s education. We look forward to meeting with you and working together to support your child's success.

Sincerely,

[Teacher's/Administrator's Name]

[Position]

[School Name]

[Contact Information]