

**[School Name]**

[School Address]  
Tel: [School Phone] | Email: [School Email]

Date: [Insert Date]

Dear Parents/Guardians,

We are pleased to invite you to our upcoming **Parents-Teachers Meeting** to discuss your child's progress and share important updates regarding their academic journey at [School Name].

**Meeting Details:**

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Venue:** [Insert Venue/Room Name]

The purpose of this meeting is to foster effective communication and collaboration between parents and our teaching staff, ensuring we work together to support your child's development and academic success. Your participation is highly valued, and we encourage you to attend to discuss your child's achievements, areas for improvement, and any concerns you may have.

Please confirm your attendance by [RSVP details, e.g., returning the attached slip or emailing us at [RSVP Email]].

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

Sincerely,

[Principal's Name]  
Principal  
[School Name]