

Professional Parent Conference Request

Subject: Request for Parent-Teacher Conference - [Student Name]

Dear [Parent/Guardian Name],

I hope this email finds you well. I am writing to request a meeting to discuss [Student Name]'s academic progress and classroom performance.

Over the past few weeks, I have observed some areas where [Student Name] could benefit from additional support, and I believe a collaborative approach between home and school would be most beneficial. I would like to share specific observations about their learning patterns and discuss strategies we can implement together.

Would you be available for a 30-minute conference during the week of [Date Range]? I can accommodate meetings before school (7:30-8:00 AM), during my planning period (1:15-2:00 PM), or after school (3:30-4:30 PM).

Please let me know your preferred date and time, and I will send a calendar invitation with the meeting location.

Thank you for your partnership in [Student Name]'s education.

Best regards,

[Your Name]

[Subject] Teacher

[School Name]

[Phone Number]

[Email Address]

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