

Dear Parent / Caregiver

I would like to discuss \_\_\_\_\_ progress at school in regard to

---

**The following date has been made:**     /     /

Should this be unsuitable please:

- Phone: \_\_\_\_\_ to arrange a more suitable time.
- Send me a signed note via your child so I may record your preferred appointment date.
- Contact me in writing: \_\_\_\_\_  
\_\_\_\_\_

I look forward to our meeting at: \_\_\_\_\_

Yours truly,

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