

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Teacher to Parent (Parent/Teacher Conference)

Dear :

I am writing to schedule a Parent/Teacher Conference for my child, . I am concerned that my child is not interacting enough within the classroom. is a very shy child and I feel it would be best that we get over this timidity as soon as possible. I would like to meet with you to discuss appropriate ways to go about this. I will be bringing my child's psychologist, Dr. , to assist us in this development.

Please contact me at your earliest convenience to schedule a time. Thank you for your assistance in this matter.

Sincerely,

N A M E