

Meeting Request

Jane Parent
123 Any Street
Any town, MO 54321
(987) 654-3210

Month 11, 2001

Emma Teacher
Your school
School address
City, State Zip Code

Reference: Your child's name
DOB:
School: (school name)

Dear Ms. Teacher:

I am writing to request an appointment with you on November 15 at 3:30 p.m. I would like to talk with you about Jennifer's behavior problems. As you know, Jennifer is having difficulty with the transition from elementary school to middle school. Two weeks ago, she was suspended for having "inappropriate behavior."

Please call me at work (555-4321) or home (555-1234) after 6:00 p.m. to confirm this date and time or to suggest an alternate date and time. If I am not available, please leave a message on my answering machine.

I appreciate you taking the time to meet with me.

Sincerely,

Jane Parent