Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Street Address

City, ST ZIP Code

Dear [Recipient Name]:

Thank you for all the cooperation, acknowledgment and patience. On behalf of [school name], a parent-teacher conference is going to be held on [date/month/year]. This is an annual parent-teacher conference.

I [name here], principal/supervisor of [school name], whole-heartedly invite you to attend the parent-teacher conference. The presence of both mother and father is strictly advised.

Regards,

Principal/supervisor signature

[Your Name]