Date

Recipient Name

Title

School Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Thanks for being the best teacher a student can have.

I am a very keen parent and always eyes and ears to my children and their performance. But as you know I am a working mom who should juggle between professional as well personal lives. Looking after two kids is a real challenge sometimes.

As you know, I always attend the parent’s teacher meetings. I was looking forward to the meeting this time as well. However, my little one got sick with fever and I had to carry her to the doctor. Due to which I had to skip the meeting with you. Please let me know about your availability during this week. I will make sure to meet you and discuss your concerns regarding my child.

Sincerely,

[Your Name]

Title