

Date: _____

Dear _____,

Thank you for attending our recent parent-teacher conference. I appreciate your taking the time to meet with me, and I hope that our conference was able to provide you with some valuable insight into your child's progress in school. I look forward to our continued partnership throughout the remainder of the school year.

If you have any questions or concerns regarding your child or our classroom, please do not hesitate to contact me.

Sincerely,

(Your child's teacher)

(Contact information)