**Sample Reminders**

(Month Day), (Year),

Dear ,

I would like to remind you that your conference has been scheduled for

 , (Month) , at .

The conference will be held in the on the

 High School campus. At this conference, a schedule of classes for next school year will be determined. I also have important information about your student to share with you. If for any reason, you cannot make the scheduled appointment, please contact me as soon as possible at

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I look forward to meeting you. Sincerely,

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