**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

.

I look forward to meeting you. Sincerely,

(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

.

I look forward to meeting you.

Sincerely,