**Sample Letter to Decline a Meeting**

Jane Doe

123 Main Street

Everywhere, NY 00000

(123) 555 – 4567

July 9, 2020

Jack Black, Special Education Teacher

Public School District

123 Avenue A

Everywhere, NY 00001

Reference: John Doe

 DOB: 01/01/01

 School: A Middle School

Dear Mr. Black:

On Friday, March 13, I received a letter from you advising me that an IEP meeting had been scheduled for Monday, March 16 at 1 p.m.

I regret that I must request that this meeting be rescheduled. Unfortunately, I cannot cancel my work obligations on such short notice. I do hope that this request does not inconvenience the IEP team members. As I advised your secretary, I am available March 18, 20 and 21.

If you have any questions, please call me at work (124) 555-1234 or at home (321) 555-9876 after 6 p.m. I look forward to meeting with the team on one of the dates that I am available.

Sincerely,

