

**Sample Letter to Request a Meeting**

Jane Doe

123 Main Street

Everywhere, NY 00000

(123) 555 – 4567

July 9, 2020

Joe Teacher

Public School District

123 Avenue A

Everywhere, NY 00001

Reference: John Doe

 DOB: 01/01/01

 School: A Middle School

Dear Mr. Teacher:

I am writing to request an appointment with you on August 1 at 3:00 p.m. I would like to discuss with you John’s behavior problems. As you know, John is having difficulty transitioning throughout the day. Three times last week, I was called to pick him up from school “because he was too upset to be there.”

Please call me at work (555) 123- 4567 or home (555) 987 – 6543 after 5 p.m. to confirm this date and time or to suggest an alternative date and time. Please leave a voicemail if I am not available.

I appreciate your taking the time to meet with me.

Sincerely,

Jane Doe

 *Rebranded November 2022*