



## Sample Email to Request a Meeting with a Teacher

Feeling nudged to request a meeting with your child's teacher or school administrator? Below is a sample email to help get you started. Be sure to tweak it to make it sound like you — just use it as a guide to help remember the main points!

*Dear Mrs. C.,*

*My name is Alicia, and I am Josh's mother. First of all, I wanted to thank you for your hard work and dedication with Josh's class. He has learned so much from you and for that, I am very grateful.*

*I am writing this email to request a short meeting with you regarding the recent book assignment you gave the class. I have some concerns about the topics discussed in the book, and I would like to hear your reasons for requiring it and how it relates to the overall learning experience.*

*I know you're busy and I don't want to take up much of your time. Can you provide me with a few options for a 30-minute discussion?*

*Thank you so much for your time,*

*XXXX*