

Sample Letter Requesting a Meeting and Documenting a Problem

Mary Parent
500 Oak Street
Centerville, IN 60010
(899) 555-1234

November 8, 2002

Eleanor Randolph
Stonewall Elementary School
1000 Central Avenue
Centerville, IN 60010

Reference: Jennifer Parent
DOB: 01/03/90
School: Stonewall Elementary School

Dear Mrs. Randolph:

I am writing to request an appointment with you on November 15 at 3:30 p.m. I would like to talk with you about Jennifer's behavior problems. As you know, Jennifer is difficulty making the transition from elementary school to middle school. Two weeks ago, she was suspended again for "inappropriate behavior."

Please call me at work (555-9876) or home (555-1234) after 6:00 p.m. to confirm this date and time or to suggest an alternative date and time. If I am not available, please leave a message on my answering machine.

I appreciate your taking the time to meet with me.

Sincerely,

Mary Parent