

_____, _____, 200__

Dear Family:

Now you have received the _____ school report, I think it is necessary, as Class Tutor of _____, to call you to a meeting in order to discuss and analyse the academic situation of your son/daughter.

As the standard of the class in general has not been as high as we would have liked, I consider it necessary to establish closer cooperation between Parents and Teachers in order to improve the performance of your son/daughter.

Therefore, taking into account that the situation is not critical and that there is a good possibility of reaching the scheduled goals, I propose a Parents MEETING.

| | | | |
|-------|--|------|--|
| DATE | | TIME | |
| PLACE | | | |

Thank you in advance for your cooperation, we look forward to your assistance at this meeting.

Yours faithfully

Signed: _____

(The Class Tutor)