



Lohmar, dated _____

To the parents of the students of class _____

Dear parents,

I would like to invite you to the parent-teacher conference day on

In order to ensure that everything runs smoothly, please enter the requested date at the bottom (including an alternative date). Please have your child return this notification to me.

Please bring an interpreter to the appointment, if required.

Kind regards

Class teacher

P.S: You may also enter "any" to facilitate the allocation of appointments for me.

(Cut along this line)

Child's name: _____

Class: _____

Requested day/s: _____

Requested time: _____ o'clock

Alternative time: _____ o'clock

Final appointment: _____

(to be completed by the teacher)