

# Conference Notice

To the Parent or Guardian of «Student\_Name»,

Dear «Guardians»,

A conference with your child's teacher is scheduled for «Confrence\_Day» at «Confrence\_Time» in room «Room\_Number». We will be contacting you with an e-mail notification at «eMail\_Address». If you have any questions or concerns regarding this letter please contact the main office at (248)-342-8967.

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