Dear Mrs. Jones, January 9, 2023

My name is John Smith. I am Jane Smith's father. I am concerned with Jane's performance in English this semester. I would appreciate it if we could meet at your earliest convenience to discuss the matter. I would like to help Jane at home, and I need to know more about the topics being covered in class.

I would appreciate any suggestions you have for keeping her motivated and focused. If there's anything else I can do to help Jane raise her grades, please let me know. You can call me at 519-226-0001.

Sincerely,

John Smith

QUESTIONS:

1. Who is the letter for? _____
2. Who is the letter from? _____
3. What is letter about? _____
4. Does the writer need a meeting? Yes No
5. The writer's child is upset. TRUE FALSE

LIVEWORKSHEETS