INSERT DATE

INSERT LAST NAME 先生/女士，您好

INSERT personalized message written by the teacher. This positive note can be in English, and your student can share it with his or her parents in their home language.

* introduce yourself, your position, school
* two positive examples of the student’s work and/or behavior in class

為了向學生提供更好的支持，我希望在校外與學生家長會面。如果您有時間，我想要拜訪您家，以更好地瞭解您，也讓您對我有更多的瞭解。如果您家裡不方便，我們也可以在其他對您而言更方便的地方見面。如果您有興趣安排家訪，請在下方空白處告知我最適合您的日期和時間。您也可以告訴我您的最佳聯絡方式（電話、短信、信函、電郵）。期待與您見面！

As a way to better support my students, I enjoy meeting with their families outside of school. If you are available, I would love to visit your home to get to know you better and tell you more about myself. If your home is unavailable, we can also meet at another location that is more convenient for you. If you are interested in setting up a visit, please let me know what days and times are best for you in the space below. You can also tell me the best way to contact you (phone, text, letter, email). I look forward to meeting you!

謝謝您，

INSERT TEACHER NAME

電話號碼： INSERT TEACHER PHONE NUMBER

電郵地址： INSERT TEACHER EMAIL

**家長回覆（包括您的聯絡資訊和可用日期與時間。）**  
Parent Reply (Include your contact information and possible dates and times.)

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