

CHECK-IN MEETINGS

Subject: Check-In Meeting Reminder

Dear [Teacher/Principal's Name],

I hope this message finds you well. I wanted to remind you of our upcoming check-in meeting on [Date].

We will discuss our progress, address any challenges, and celebrate our successes. Looking forward to our conversation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

跟進會議安排電郵

主題：定期跟進會議提醒

親愛的 [教師/校長姓名]，

希望您一切安好。想提醒您，我們將於 [日期] 進行定期跟進會議。屆時我們將回顧合作進展、討論現時挑戰，並一同慶祝取得的成果。期待與您交流！

誠摯問候，

[您的名字]

[您的職位]

[您的組織]

[您的聯絡資訊]