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Name	Date	Ref.	Comments
Ms. Lee	Yesterday	Ref. 1 Ref. 2	Hi Mr. Chen, I'm writing to request a meeting with you to discuss my son's progress in your class. He's been struggling with the recent material and I'd like to understand how we can support him at home. Could you please let me know your availability next week? Thank you, Ms. Lee Dear Mr. Chen, I'm writing to request a meeting with you to discuss my son's progress in your class. He's been struggling with the recent material and I'd like to understand how we can support him at home. Could you please let me know your availability next week? Thank you, Ms. Lee Ref. 1: Parent-teacher conference request
Mr. Chen	Today	Ref. 1 Ref. 2	Dear Ms. Lee, Thank you for reaching out. I'd be happy to meet with you. I have availability on Tuesday at 3:30 PM or Thursday at 8:00 AM. Please let me know which works best for you. Regards, Mr. Chen Ref. 1: Parent-teacher conference request Ref. 2: Ms. Lee's message
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