



Mr. Le has to work late and can't go to the conference with Lan's teacher next Wednesday. Below is the note he wrote to the teacher.

*October 20, 1999*

*Dear Mrs. Carr,*

*I can't come to the conference next Wednesday, October 28<sup>th</sup>, at 4:00. I need to work late that day. Can we meet either next Thursday or Friday at the same time? Please call me at (858) 273-8706. You can leave a message on my answering machine. Thank you.*

*Sincerely,*

*Tuoc Le*

### Questions

1. Why can't Mr. Le go to the conference?
2. When can he meet with the teacher?
3. What is his telephone number?
3. Can the teacher leave a message on his answering machine?



**Write a sample note to your child's teacher explaining why you can't go to a conference. You may use the other side of this paper.**

-----*Family Literacy: Community-Based English Tutoring Program*-----  
*Joint project by San Diego Unified and San Diego Community College District*  
*Ann Gianola, September 1999*