

..... / / / 20.....
(write place / day / month / year)

Mr/Mrs (write the name of the mother or father in Spanish on the dotted lines)

..... (padre / madre)

Would like a meeting with: (put a cross by the person with whom you wish to speak)

Solicita una cita para hablar con:

- My son/daughter's tutor /// El tutor / tutora de su hijo / a
- The head of studies// El jefe de estudios del centro
- The headmaster/headmistress /// El director / directora
- The Careers Adviser /// El orientador
- The teacher of /// El profesor de

Regards
Saludos

Signed
Firmado

Ask for a translator if necessary /// Soliciten un traductor si lo necesitan