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 28th, 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.