

# Student Behavior Concern Notification

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are reaching out to inform you about a concern regarding your child, [Student's Name], and their behavior during school hours.

Recently, [describe the specific behavior or incidents, providing necessary details and context]. This behavior is affecting not only [Student's Name] but also their peers and the overall classroom environment.

We believe in working collaboratively to support our students and address any issues that may arise. We would like to invite you for a meeting to discuss this situation and develop a plan of action. Please let us know your availability for a meeting at your earliest convenience.

Thank you for your attention to this important matter. We look forward to collaborating with you to support [Student's Name].

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]