

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally express my concerns regarding several academic issues my child, [Child's Name], who is in [Grade/Class Name], has been experiencing at [School's Name].

Firstly, I have observed difficulties in [specific subject or issue], which I believe is impacting [his/her/their] overall performance and confidence. Despite efforts to address this through [tutoring, additional resources, etc.], we have yet to see significant improvement.

Additionally, I noted a lack of communication regarding [specific event or update]. This has left us feeling uninformed and anxious about [Child's Name]'s academic standing.

I kindly request a meeting to discuss these concerns further and explore potential solutions to support [Child's Name]'s academic success. I believe that with collaborative efforts, we can help [him/her/them] achieve [his/her/their] full potential.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]