

Engagement Request Letter

Date: [Insert Date]

To: [Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am the parent of [Child's Name], who is currently enrolled in [Grade/Class Name]. I am writing to express my concerns regarding [specific academic concerns, e.g., declining grades, lack of engagement, etc.].

As a parent, I believe it is essential to foster an open line of communication between the school and families to ensure that our children receive the support they need to thrive academically and socially.

I would appreciate the opportunity to meet with you and/or [Child's Teacher's Name] to discuss [Child's Name]'s progress and any strategies we might implement to address these concerns. I am available for a meeting on [insert two or three options for dates/times], but I am willing to adjust to accommodate your schedule.

Thank you for your attention to this matter. I look forward to your response and hope to work together for the best interest of my child.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Child's Class/Grade]