

# Notification of Academic Standing Concerns

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you about some concerns regarding [Student's Name]'s academic standing in our school.

After reviewing [Student's Name]'s recent performance in their subjects, we have noticed that they are struggling to meet the expected academic standards in [specific subjects or areas]. This has raised concerns about their overall progress and success for the current academic year.

We believe it is important to address these challenges promptly. We would like to invite you to meet with us to discuss [Student's Name]'s progress and explore possible support strategies that could help improve their academic performance.

Please let us know your availability for a meeting during the next week, and we will do our best to accommodate. We appreciate your attention to this important matter and look forward to working together to support [Student's Name].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]