

Private School Name

Address Line 1

Address Line 2

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this letter finds you well. We are reaching out to discuss your child, [Student's Name], and their academic progress during this term.

It has come to our attention that [Student's Name] is currently struggling in their studies, particularly in [specific subjects or areas]. As per our records, their grades have been below the required standard, which may impact their overall academic standing.

We take academic performance very seriously at [Private School Name] and are committed to supporting our students. Therefore, we encourage you to discuss this matter with [Student's Name] and consider the following actions:

- Schedule a meeting with [Student's Name]'s teachers.
- Consider tutoring options available at the school.
- Encourage consistent study habits at home.

Please feel free to contact us at [School's Phone Number] or [School's Email] to set up a meeting to discuss your child's academic performance in further detail.

Thank you for your attention to this important matter. We are here to help and ensure [Student's Name] receives the best education possible.

Sincerely,

[Your Name]

[Your Position]

[Private School Name]