

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you about a recent incident involving your child, [Child's Name], that took place on [Date] at [School Name].

It has come to our attention that there was an incident of bullying involving your child. We take such matters very seriously and are committed to providing a safe and supportive environment for all our students.

We have initiated an investigation into the incident and have taken appropriate action in accordance with our school's anti-bullying policy. We have also provided support for your child to ensure their well-being.

If you have any questions or would like to discuss this matter further, please do not hesitate to contact us at [School's Contact Information]. We value your partnership in making our school a safe place for all students.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School's Contact Information]