

Cyberbullying Incident Report

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you about a concerning incident involving your child, [Child's Name], that was brought to our attention regarding cyberbullying.

Details of the incident:

- **Date of Incident:** [Insert Date]
- **Platform Used:** [Insert Platform Name]
- **Involved Parties:** [List of Involved Parties]
- **Description of Incident:** [Brief Description of the Incident]

Please know that we take these matters very seriously and are committed to ensuring a safe environment for all our students. We are currently investigating the situation and will work closely with all parties involved to address this issue appropriately.

If you have any questions or would like to discuss this further, please do not hesitate to contact me at [Your Contact Information]. We appreciate your support in helping resolve this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]