

Inquiry About Code of Conduct Violation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Admissions Office

[Private School Name]

[School Address]

[City, State, Zip Code]

Dear Admissions Office,

I am writing to inquire about a potential violation of the school's code of conduct that has come to my attention. I believe it is important for parents and community members to be informed about how such matters are handled.

Specifically, I would like to know more about the incident involving [briefly describe the incident or the student involved] that occurred on [date of incident]. I am particularly interested in understanding the school's policies on addressing such violations and the steps that are taken to ensure compliance and fairness.

As a concerned parent, it is vital for me to know how the school addresses issues that may affect the learning environment and the well-being of its students. I would appreciate any information you can provide regarding this matter and any relevant procedures in place.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]