

Private School Name

Date: [Insert Date]

To: [Parent/Guardian's Name]

Address: [Parent/Guardian's Address]

Subject: Notice of Code of Conduct Violation

Dear [Parent/Guardian's Name],

We are writing to inform you about an incident involving your child, [Student's Name], that occurred on [Date of Incident] at [Location/Activity]. This incident has been identified as a violation of our school's Code of Conduct.

The specific details of the violation are as follows:

- Description of the incident
- Reference to relevant section of the Code of Conduct
- Any potential consequences faced

It is our commitment to maintain a respectful and safe environment for all of our students. We kindly ask that you discuss this matter with your child and emphasize the importance of adhering to our school's values and rules.

Please contact us at [School Phone Number] or [School Email] to schedule a meeting if you have any questions or wish to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Private School Name]

[Contact Information]