

Letter to Parents Regarding Academic Concerns

Date: _____

Dear [Parent's Name],

I hope this message finds you well. I am writing to discuss some academic concerns regarding your child, [Child's Name], in my [Subject/Class Name] class.

Over the past few weeks, I have observed that [Child's Name] has been facing challenges in [specific areas, e.g., understanding the material, completing assignments, participation]. This has been reflected in [specific instances or grades]. I believe that with the right support, [Child's Name] can improve their performance.

I would like to schedule a meeting with you to discuss these concerns further and explore strategies to support [Child's Name]'s academic success. Please let me know your available times, and I will do my best to accommodate.

Thank you for your attention to this matter. I look forward to working together to support [Child's Name].

Sincerely,

[Your Name]
[Your Position]
[School Name]
[Contact Information]