

Dear [Parent's Name],

I hope this message finds you well. I am writing to bring to your attention some behavioral concerns regarding your child, [Child's Name], in our classroom.

Recently, we have observed the following behaviors that are impacting [his/her/their] learning and the learning environment:

- [Specific behavior 1]
- [Specific behavior 2]
- [Specific behavior 3]

We believe these behaviors may be affecting [Child's Name]'s ability to focus and participate fully in class activities. We would like to collaborate with you to address these concerns and support [his/her/their] development.

We suggest scheduling a meeting to discuss strategies that can be implemented at home and in school. Please let us know your available times so we can arrange a suitable time.

Thank you for your attention to this matter. We look forward to working together for the benefit of [Child's Name].

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]