

# Bullying Incident Report

Date: [Insert Date]

Dear [Parent's Name],

We are writing to inform you of an incident involving your child, [Child's Name], that occurred on [Date of Incident]. It has come to our attention that [brief description of the bullying incident, e.g., "your child was involved in a bullying situation with another student"].

We take matters of bullying very seriously and are committed to ensuring the safety and well-being of all students. We have addressed the situation by [explain steps taken, e.g., "meeting with the involved students and discussing the importance of respectful behavior"].

Moving forward, we encourage open communication and partnership with you to create a supportive environment for [Child's Name]. Please feel free to reach out to us at [Contact Information] if you have any concerns or if you would like to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[School Name]