

Academic Performance Concern Letter

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to express my concerns regarding [Student's Name]'s academic performance this semester. As their [Subject/Grade] teacher, I have noticed a significant decline in [his/her/their] grades and overall engagement in class.

Specifically, [Student's Name] has been struggling with [specific subjects or skills] and has not been participating as actively as [he/she/they] did in previous terms. This change has raised alarms, and I believe it is vital for us to work together to support [his/her/their] learning and development.

Please feel free to reach out to me to discuss how we can collaboratively address these challenges. I believe that with your support, we can help [Student's Name] get back on track. I am available for a meeting at your earliest convenience, either in person or via a phone call.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]