

# Dear Guardian,

We hope this message finds you well. We are writing to inform you about your child's recent academic performance.

Unfortunately, we have observed that your child has been receiving unsatisfactory grades in the following subjects:

- Mathematics
- Science
- History

This situation is concerning, and we believe it is essential for us to work together to support your child's learning. We encourage you to discuss this matter with your child and help them seek additional support from their teachers.

We are also here to assist. Please do not hesitate to reach out if you would like to schedule a meeting or if you have any questions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]