

# Academic Performance Concern

Date: [Insert Date]

Dear [Student's Name],

I hope this message finds you well. I am writing to discuss my concerns regarding your academic performance in [Course/Subject Name]. Over the past [insert time period], I have noticed a decline in your grades and participation.

It is important for you to understand that maintaining good academic performance is crucial for your future success. I urge you to take this matter seriously and seek help if needed. I am here to support you and would like to arrange a meeting to discuss this further.

Please let me know your availability for a meeting. Together, we can develop a plan to help you improve your performance in this course.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]