

Student Performance Alert

Date: [Insert Date]

To: [Parent/Guardian's Name]

From: [Teacher's Name]

Subject: Student Performance Alert for [Student's Name]

Dear [Parent/Guardian's Name],

I hope this message finds you well. I am writing to inform you about some concerns regarding [Student's Name]'s recent performance in class. It has come to my attention that [he/she/they] has been [briefly describe the issue, e.g., struggling with assignments, attendance issues, etc.].

Specifically, [provide more details about the performance or behavior, e.g., missed assignments, grades, participation]. It is essential for us to address these concerns promptly to ensure [Student's Name]'s academic success and overall well-being.

I recommend scheduling a meeting so we can discuss this matter in detail and develop a plan to support [Student's Name]. Please let me know your availability for a meeting.

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

Sincerely,

[Teacher's Name]

[School's Name]

[Contact Information]