

Student Progress Concern Letter

Date: [Insert Date]

Dear [Parent/Guardian's Name],

I hope this message finds you well. I am writing to bring to your attention some concerns regarding your child, [Student's Name], and their progress in [Subject/Grade].

Over the past [duration], I have observed that [Student's Name] has been experiencing challenges with [specific areas of concern, e.g., homework completion, participation, grades]. This has been reflected in their recent performance on [specific tests/assignments].

To support [Student's Name] in overcoming these challenges, I recommend the following strategies:

- [Strategy 1]
- [Strategy 2]
- [Strategy 3]

I would appreciate the opportunity to discuss this matter further with you. Please feel free to reach out to me at [Your Contact Information] to schedule a meeting at your earliest convenience.

Thank you for your attention to this matter. Together, we can ensure that [Student's Name] receives the support they need to succeed.

Sincerely,

[Your Name]
[Your Position]
[School Name]
[Contact Information]