

Letter of Concern

Dear [Parent's Name],

I hope this message finds you well. I am writing to express my concerns regarding your child, [Student's Name], and their behavior in class.

Recently, I have noticed that [he/she/they] has been [describe behavior, e.g., disruptive during lessons, failing to follow classroom rules, etc.]. This has been affecting not only [his/her/their] own learning but also that of [his/her/their] classmates.

I believe it is important for us to work together to address this matter. I would appreciate an opportunity to discuss this in more detail and explore ways we can support [Student's Name] in improving [his/her/their] behavior.

Please let me know a convenient time for you to meet or if you would prefer to discuss this over the phone.

Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]