

Letter to Parents/Guardians

Date: [Insert Date]

Dear [Parent's/Guardian's Name],

I hope this message finds you well. I am writing to address a concern that has arisen regarding your child, [Student's Name], and their behavior at school.

Recently, we have noticed instances of inappropriate behavior, including [specific behaviors or incidents]. This type of conduct is not consistent with our school values and expectations.

We believe it is important to address these issues promptly to ensure a positive learning environment for all students. We would like to schedule a meeting with you to discuss this matter further and work together to support [Student's Name] in making better choices.

Please let us know your availability, and we will do our best to accommodate. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]