

# Dear [Parent's Name],

I hope this message finds you well. I am writing to discuss some observations regarding [Student's Name]'s behavior in class.

Over the past few weeks, I have noticed that [Student's Name] has been exhibiting [specific behavior or issue]. This has [explain how it affects their learning or the learning environment].

To address this, I would like to schedule a meeting with you to discuss ways we can work together 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 collaborating with you to ensure [Student's Name]'s success.

Sincerely,

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