

Teacher-Parent Concern Notification

Date: [Insert Date]

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you about some concerns regarding [Student's Name] in my [Subject/Grade] class. We have noticed [specific behavior, performance issue, or concern] that we believe requires your attention.

It is important for us to work together to support [Student's Name] in overcoming these challenges. I would like to propose a meeting where we can discuss this matter further. Please let me know your availability, and we can arrange a suitable time.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]