

Letter of Decorum and Conduct

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Classroom Decorum and Conduct

Dear [Recipient's Name],

I hope this message finds you well. As we continue our journey in education together, it is important to address the standards of conduct and decorum that we expect in our classroom.

Respect is fundamental to our learning environment. We ask all students to:

- Be punctual and prepared for class.
- Show respect towards your peers and instructors.
- Participate actively and thoughtfully in discussions.
- Avoid distractions, including unnecessary use of electronic devices.

Additionally, it is crucial to maintain a positive atmosphere that promotes learning. Any behavior that disrupts this environment will be addressed accordingly.

Thank you for your attention to this matter. Let's work together to ensure our classroom remains a place of respect and learning.

Sincerely,

[Your Name]

[Your Position]