

After-School Detention Confirmation

Date: [Insert Date]

Dear [Guardian's Name],

This letter is to confirm that your child, [Student's Name], has been assigned to after-school detention on [Date of Detention] from [Start Time] to [End Time].

The reason for this detention is [Brief Explanation of Reason]. This is part of our efforts to promote responsible behavior and ensure a conducive learning environment.

We appreciate your support in reinforcing the importance of good behavior at school. Please ensure that your child arrives on time and is prepared to reflect on their actions.

If you have any questions or concerns, please do not hesitate to contact me at [School Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[School Name]