

After-School Detention Notification

Date: [Insert Date]

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you that your child, [Student's Name], has been assigned to after-school detention due to [reason for detention, e.g., repeated tardiness, disruptive behavior, etc.].

The detention will take place on [Date of Detention] from [Start Time] to [End Time] in [Location]. During this time, students are expected to reflect on their behavior and complete any outstanding work.

We appreciate your support in discussing this matter with your child and encouraging them to take this opportunity to improve their behavior.

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

Thank you for your attention to this important matter.

Sincerely,

[Teacher's Name]

[Teacher's Title]

[School's Name]