

After-School Detention Notification

Dear [Student's Name],

This letter serves as a notification regarding your scheduled after-school detention. Please find the details below:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]

The reason for your detention is as follows: [Insert Reason].

Please be on time and come prepared with any materials you may need.

If you have any questions or concerns, feel free to contact [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[School Name]