

Dear [Parent's Name],

I hope this message finds you well. I am writing to discuss some concerns regarding [Student's Name]'s behavior in class.

Recently, we have noticed that [he/she/they] has been exhibiting behaviors such as [specific behaviors, e.g., speaking out of turn, ignoring instructions, etc.]. These actions have started to affect [his/her/their] learning as well as the learning environment for other students.

We believe that addressing these issues together is crucial for [Student's Name]'s success. I would like to invite you for a meeting to discuss this matter further and explore possible solutions.

Please let me know your availability, and I will do my best to accommodate. Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]