

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/University Name]

[School/University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding academic performance issues that [Student's Name], a student in [his/her/their] [specify grade/year and program], has been experiencing.

Despite [his/her/their] best efforts, including [mention specific efforts made by the student, such as tutoring, attending office hours, etc.], [Student's Name] has encountered significant challenges in [specify subjects or areas]. I believe that these issues may be attributed to [mention any relevant factors such as curriculum changes, teaching methods, lack of resources, etc.].

I kindly request a meeting to discuss this matter further and explore potential solutions to support [Student's Name]'s academic growth. I appreciate your attention to this important issue.

Thank you for your time and consideration.

Sincerely,

[Your Name]