

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Guidance Counselor's Name]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Guidance Counselor's Name],  
I hope this letter finds you well. I am writing to express my concerns regarding [specific issue or situation].  
I have observed [describe observations or incidents], which I believe may have implications for [student's name or student body]. I feel it is important to bring this to your attention in hopes that you may offer guidance or support in addressing the matter.

[Provide any additional details, context, or specific examples if necessary.]

I appreciate your attention to this matter and would be grateful for any advice on how we might proceed. Thank you for your continued dedication to the well-being of our students.

Sincerely,

[Your Name]  
[Your Relationship to the Student]