

[Your Name]  
[Your Position]  
[School/Organization Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Parent's Name]  
[Parent's Address]  
[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well. I am writing to discuss some behavioral concerns we have noticed regarding [Child's Name] in [class/extracurricular activity].

[Provide specific examples of the behavioral issues, including dates if necessary.]

We believe it is important to address these behaviors promptly to support [Child's Name]'s development and success. [Discuss any steps that have been taken to address the issue and observations made.]

We would like to work together to find effective strategies to help [Child's Name]. Please let us know a convenient time for you to meet and discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]  
[Your Position]  
[School/Organization Name]