

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Principal [Principal's Name]
JFK High School
[School Address]
[City, State, Zip Code]
Dear Principal [Principal's Last Name],
I hope this message finds you well. I am writing to address a recent disciplinary issue involving my child, [Child's Name], who is a [grade/year] student at JFK High School.
[Briefly describe the incident, providing necessary details and context. Mention any actions taken, concerns, or impact on your child.]
I believe it is important for us to work together to resolve this matter constructively. I would appreciate the opportunity to discuss this further and explore ways to support [Child's Name] in achieving a positive outcome.
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Relationship to the Child]