

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Principal's Name]  
[JK School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to express my concerns regarding [Student's Name], who has recently been involved in some behavior issues at school.

I appreciate the efforts your team has taken to address [specific issues/examples]. It is important for us, as parents, to work in partnership with the school to ensure [Student's Name] receives the support they need.

I would like to schedule a meeting to discuss this matter further and explore ways we can collaborate to help [Student's Name] improve their behavior and succeed in their learning environment. Please let me know your available times.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Contact Information]