

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/School Name]  
[University/College Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],  
I hope this letter finds you well. I am [Your Name], the parent of  
[Student's Name], who is currently enrolled in [Program/Department Name]  
at [University/College Name].

[Insert a brief introduction about your student, their experiences, and  
any specific concerns or topics you wish to discuss.]

[Discuss any particular issues, suggestions, or queries you have  
regarding your child's academic performance, wellbeing, or opportunities  
within the university.]

I appreciate your attention to this matter and look forward to your  
response. Please feel free to contact me at [Your Phone Number] or [Your  
Email Address].

Thank you for your support and dedication to our students.

Sincerely,

[Your Name]  
[Your Relationship to the Student]