

[Your School's Letterhead]

[Date]

Dear Parents/Guardians,

I hope this message finds you well. We are reaching out to inform you about some recent observations regarding your child's behavior in school. We believe that communication between home and school is essential for fostering a positive learning environment.

[Describe specific behavior issues, e.g., disruptive behavior, lack of respect towards peers, etc.]

While we understand that children are still learning how to navigate social interactions, we want to ensure that your child receives the support they need to improve their behavior. We are committed to working together with you to address these concerns.

We invite you to schedule a meeting with us to discuss your child's behavior and collaborate on strategies to support them. Please feel free to contact us at [school's contact number] or [email address] to arrange a convenient time.

Thank you for your attention to this matter, and for your continued support in your child's education.

Sincerely,

[Your Name]

[Your Title]

[School Name]