

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

Dear [Parent/Guardian Name],

I hope this message finds you well. I am writing to bring to your attention a concerning behavior that has been observed with your child, [Child's Name], in [Class/Grade] at [School Name].

Recently, [briefly describe the specific behavior or incident, including dates and context]. This behavior is impacting [Child's Name]'s learning experience and the overall environment of the classroom.

We understand that various factors could contribute to such behavior, and it is important for us to work collaboratively to support [Child's Name]. We would like to invite you to meet with us to discuss this situation further and explore potential strategies to help [Child's Name] succeed in school.

Please let us know your availability for a meeting at your earliest convenience. We look forward to working together to support [Child's Name]'s growth and development.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[School Name]