

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

Dear [Parent/Guardian Name],

I hope this message finds you well. I am writing to discuss concerns regarding [Student's Name]'s behavior in the classroom.

Recently, I have observed [specific behaviors, e.g., disruptive talking during lessons, not following classroom rules, etc.]. This behavior has [impact on learning, classroom environment, etc.].

It is important for us to work together to support [Student's Name]'s growth and improvement. I believe that with some guidance and structure, [he/she/they] can make positive changes.

I would like to request a meeting to discuss this matter further and explore strategies we can implement both at school and at home. Please let me know your availability for a meeting.

Thank you for your attention to this important matter. I look forward to working together for [Student's Name]'s success.

Sincerely,

[Your Name]  
[Your Position]