

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

I hope this message finds you well. I am writing to you regarding some observations and concerns I have about [Student's Name] in my

[Subject/Class Name] class.

[Briefly state the specific concern, e.g., academic performance, behavior, attendance, etc.]

I believe it is important for us to work together to support [Student's Name] in achieving their best. I would like to discuss this matter further and explore potential strategies to help. Please feel free to reach out to me via email or phone.

Thank you for your attention to this matter. I look forward to collaborating with you to support [Student's Name].

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]