

[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 discuss some concerns regarding [Student's Name]'s behavior in class.

Over the past [duration], I have noticed that [he/she/they] has been displaying [specific behaviors, e.g., disruptive behavior, lack of focus, difficulty following instructions]. This has impacted not only [his/her/their] learning but also the classroom environment for other students.

I believe that with the right support and communication, we can help [Student's Name] improve [his/her/their] behavior. I would appreciate the opportunity to discuss this matter further with you and explore possible strategies that can be implemented both at school and home.

Please feel free to reach out to me at [Your Phone Number] or [Your Email] to schedule a meeting at your earliest convenience. Thank you for your attention to this matter, and I look forward to working together to support [Student's Name].

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]