

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Institution Name]
[School/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss my concerns regarding [Student's Name]'s academic performance in [specific subject or overall performance] this [semester/term/year].

I have observed that [specific observations about the student's performance, such as grades, participation, or behavior]. This has raised concerns about [Student's Name]'s understanding of the material and overall engagement in his/her/their studies.

I would like to request a meeting to discuss potential strategies to support [Student's Name] in improving his/her/their academic performance. My goal is to ensure that he/she/they can achieve his/her/their fullest potential and address any challenges he/she/they may be facing.

Thank you for your attention to this matter. I look forward to your response and hope to work together to support [Student's Name] effectively.

Sincerely,

[Your Name]
[Your Relationship to the Student]