

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[College/University Name]
[Department/Office Name]
[College Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to address some concerns regarding my child, [Student's Name], who is a student in [specific program/department] at [College/University Name].
[Briefly explain the issues or concerns you wish to address, providing specific details and examples if necessary. This may include academic performance, adjustment challenges, health issues, etc.]
We believe that these challenges may be impacting [Student's Name]'s ability to succeed and thrive in their academic environment. We are seeking your advice and assistance in addressing these matters effectively.
[Optional: Mention any steps you have already taken, such as discussing the situation with your child or reaching out to other resources.]
Please let us know if there are resources, support services, or recommendations you can provide. We appreciate your attention and support in this matter.
Thank you for your understanding.
Sincerely,
[Your Name]
[Your Relationship to the Student]