[Your Name]

[School Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Parent’s Name(s)]

[Street Address]

[City, ST ZIP Code]

Dear [Parent’s Name(s)]:

I am writing to inform you that [Child’s Name] is having some behavioral problems. I would greatly appreciate your cooperation in working with me to resolve these issues.

In order to keep the class productive and calm, it is essential that each child in my classroom avoid certain behaviors. I’ve marked the problem areas for your child below. [Child’s Name] must improve in these areas to develop [his/her] full potential.

Excessive talking

Lack of effort

Lack of attention

Disrespectfulness to others

Incomplete or late assignments

Missing assignments

Poor test scores

Excessive detentions

I would like to meet with you as soon as possible to discuss these problems and how we can help [Child’s Name] resolve them.

Sincerely,

[Your Name]

[Title]