

[Your Name]
[Street Address]
[City, ST ZIP Code]
October 13, 2003

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to inform you that [Child 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 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 Name] resolve them.

Sincerely,

[Your Name]
[Title]