

# Formal Discipline Letter for Minor Misbehavior

Subject: Notice of Student Misbehavior

Dear [Student Name],

This letter is to formally address an incident of misbehavior observed on [date]. It has been reported that you [describe the behavior], which is not in accordance with the school rules.

We request your cooperation in correcting this behavior. Continued violations may result in further disciplinary action. Please acknowledge receipt of this letter and make the necessary adjustments.

Sincerely,

[Teacher/Principal Name]

[School Name]

[Contact Information]

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