

Letter for academic-related disciplinary warning

Subject: Provisional Warning Regarding Academic Conduct

Dear Parents,

We have noticed that your child has been neglecting assignments and deadlines, which may affect their academic performance. This letter serves as a provisional warning to bring attention to this matter.

Please encourage your child to complete pending tasks promptly. We are available to discuss strategies and support to help improve their academic engagement.

Sincerely,

[Teacher's Name]

[School Name]

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