Letter inviting parents for discussion about disciplinary issues

Subject: Invitation for Parent-Teacher Meeting

Dear Parents,

Due to ongoing concerns regarding your childâ€™s behavior in school, we would like to invite you to a meeting to discuss these issues in detail. The purpose of the meeting is to collaboratively develop a plan to support your child in improving conduct and achieving success.

Please contact the school office to schedule a convenient time. We value your cooperation and partnership in your childâ€™s education.

Sincerely,

[Principal's Name]

[School Name]

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