

**LETTER EXPRESSING BEHAVIOR CONCERNS**

(This letter does not have to be typed but it must be signed by you. Be sure to keep a copy for your records.)

(Date)

(Name of Principal)  
(Name of School)  
(Address of School)

Dear (Name of Principal):

I am the parent of (your child's complete name), a student at your school. I am writing to ask for your advice and assistance in helping my child to work through some problem behaviors. I think these behaviors are keeping my child from doing his/her best at school. (Give some reasons why you are concerned, i.e. fights, short attention, anger, etc.)

I would like to meet with you to discuss these concerns. You may reach me at telephone number) during working hours.

Thank you for your assistance. I look forward to hearing from you by telephone or mail within ten days.

Sincerely,

(Parent's name and address)

cc: Pyramid Community Parent Resource Center