**To**

**[The Recipient Name]**

**Subject: Letter Concerning Rude and Disruptive Behavior in School**

Dear [Name of the Student],

This letter from the Directorate of Student Affairs and Counseling (DSAC) informs you of how disappointed we feel at your rude and disruptive behavior in your class. I am sad to hear that you are rude to your classmates and disobedient and violent to your teachers.

[Name], please know that when we become rude, violent, and disrespectful to others, we start losing respect and a good name. People eventually start avoiding us due to our offensive and hurtful demeanor. In this way, without realizing it, one could shrink their social circle and lose friends. Similarly, rude behavior becomes part of our personality, which negatively impacts everything in our life.

I hope you will pay heed to my written advice. I also expect a brief note of explanation of your bad behavior in class that should reach my office by tomorrow. Thank you.

Truly,

[Name]  
[Designation]  
[School name]  
[Signature]