**To**

**[The Recipient Name]**

**Re. Letter on Behavioral Concerns of Your Child [Name]**

Dear [Parents/Guardian],

I am writing this letter to notify you of the behavioral changes in your child who is a student in my school. I am writing to solve the problems adding negativity, rage, anger, and violation in his behavior. We both should look at the problem keenly and support each other in solving it in time so that it does not linger on and become an acute problem for the rest of his personality.

[Child Name] has been demonstrating an indifferent attitude not only towards school management, but also to his teacher, peers, and friends. However, he has not committed anything violent like breaking things, fighting with others, or verbal violation. We still find him different from his usual personality. He does not participate in class much including not answering the questions and not adding to the ongoing discussions in the class. Moreover, he does not take part in class activities and sports making him a different and lone guy from other fellow beings. He loves eating alone these days and does not talk to his friends much. I have met some of his close friends but no one knows the cause behind his behavior.

I request you look into this matter and don’t let this negative phase in his life impact him for long and change his personality. He is one of the brightest and most charming students in our school and I wish him to recover from whatever he is going through as soon as possible. School authorities always try to stay in touch with the students so that any such issues can be pointed out on time and treated accordingly.

In case of any questions, you can talk to our counselor who is observing. His contact details are given below, feel free to discuss the matter with him. I am sure we and you together can treat your child effectively and bring him back to his happy phase. Thank you.

Counselor’s Name: [Name of the Counselor]

Phone: [Phone Number]

Email: [Email Address]

Sincerely,

[Name]  
[School]  
[Signature]