PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name and address of school]**

**[Insert date]**

Dear **[Teacher/ Head Teacher]**

I would like to raise a concern relating to my child **[give child’s name, class etc.]**

I am not happy because/I am worried because **[give a brief list of your concerns]**

I would like to meet with you to discuss my concerns and sort this out informally. I am available at the following times **[give dates and times]**

I do hope we can work together to resolve these issues.

Yours sincerely

**[Insert name]**