

Date: 1/15/15

Concern Letter

To the parents of **Samuel Rangel**,

This letter is to inform you that I am concerned about how Samuel is doing in my class.

My main concern is his often being off task.

I am also concerned about his not completing enough homework.

Please feel free to contact me, so we can discuss how we can help Samuel be more successful in my class.

Thank you,

Sincerely,

Mrs. Johnson

Math

123-456-4565

admin@youremail.com

Main Street Intermediate School