DATE

Dear INSERT SCHOOL NAME Parents/Guardians:

On DATE, one of our students was INCIDENT. [Use this paragraph to give a quick explanation of the incident.]

In response to this incident, [insert what actions you have taken to rectify or follow up with the incident.]

If you find that your child or you need additional support, please contact the school or:

* INSERT CONTACT 1: PHONE NUMBER
* INSERT CONTACT 2: PHONE NUMBER

Thank you for your attention to this matter. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

NAME

TITLE