To

[The Recipient Name]  
[Designation/ID]

Date:

A warning letter is being issued in your son’s name for violation of discipline at the school premises. According to several eyewitnesses, he got into a fight with his fellow classmate Mr. Ryan Jones and beat him for approximately ten minutes.

Your son did not let anyone intervene or let save the boy and instead threatened to beat anyone who tried to come close. As a result, Mr. jones was left gravely injured and with a dislocated shoulder bone. He was rushed to the Emergency room immediately as he was bleeding profusely.

Mr. Markson, this is not the first time your son has been involved in violent activities. He has been issued a warning letter previously as well for misbehaving with one of his teachers.

I would like to bring to your notice that our school management does not tolerate any violent behavior against any students, faculty, or staff. Your son is being issued a final warning. If he continues to act this way, we will issue an immediate suspension letter in his name and his name will be struck off college rolls without a possibility of readmission at any stage.

We suggest that you have a talk with your son or take him to a therapist. He has been performing well in his exams, but his attitude is completely unacceptable. We suspect he might have some underlying psychological issues and probably could use some professional help.

Regards,

Ms. Anna Ryan

School Head Mistress