[School Name]  
[Address]

To

[Recipient Name]  
[Class/section/semester]

Re. Warning on the Misconduct with the Teachers and Administration

Dear Stephen,

This is Emily Watson from the School of Physical and Biological Sciences (SPBS), Executive Block Branch, California, USA. I received a shocking report on student conduct management who has reported me on an urgent response that your conduct has not been well in the classroom with not only your teachers but also with other fellows and senior members of the administration department. The report indicates that your code of conduct has been under observation for two weeks and it has been found very disruptive and crumping.

These kinds of compliments were never expected to be labeled for a student like you. I always considered you as one of the brightest and most decent students at the school, but the report has compelled me to think otherwise.

I am very disturbed by this report and all the observations being laid down. According to the rules and regulations set to make sure the school’s functionality smooth and proper, I am hereby writing this letter to serves as a warning note. You have been allotted a time of one week to look into your behavior and set the demeanor according to the rules and moral standards.

Also, write an apology to Mrs. Luc Trace from Biological Sciences Block and Mr. Salvatore from the Administration department confessing your condemnable code of conduct and making them sure that you will observe the policy standards of the student code of conduct.

I am hoping for a response email from you at [email] or call me at +[X]. Thank you.

Regards

Brooklyn Camille,  
School of Physical and Biological Sciences (SPBS)  
Stipend Lora, D Avenue, California, USA