(School Name),  
(Address),  
(Contact Number),

Date

(Recipient’s Name),  
(Address)

Dear (Recipient’s Name),

I would like to inform you that your child (name of child) of class (state class) has been detained at school. (Name of child) has been involved in unacceptable behavior that is against our school policy.

This is not the first time that (name of child) has been showing this behavior. Several warnings have been given but to no effect. This is why we have been forced to detain him/her at school.

I hope this serves as a lesson to (name of student) from refraining from this behavior.

Sincerely,

Your Name,  
[Position]