

Dear

It is with disappointment that I write to you regarding [redacted] commitment and contribution to her English Language studies.

[redacted] attendance to lessons has been sporadic and means that she has missed out on vital teaching concepts that will enable her to succeed in her summer examinations. Furthermore, [redacted] has failed to hand in key pieces of work which means that she cannot benefit from feedback and guidance on how to improve further. [redacted] has been given plenty of time and reminders to complete this work but has still failed to submit it to me. If [redacted] feels she needs extra help in completing work, I am always willing and available to support with this but so far [redacted] has not communicated this to me.

In order for [redacted] to succeed at AS level, she needs to demonstrate her commitment and dedication to the course much more. At present, [redacted] will underachieve due to her attitude and attendance. Should [redacted] continue to miss deadlines and lessons, the future of her place on the course will have to be seriously considered as she will not have the necessary skills to pass the examination in the summer. I would be grateful if you could explain the importance of this to [redacted].

If you wish to discuss the issues in this letter further, please do not hesitate to contact me at the school on [redacted].

Yours sincerely