

_____ (date)

Dear Parent,

We are sorry to tell you that _____ (pupil's name) has been suspended from school from _____ to _____ (dates).

If you would like to contact us please telephone the school for an appointment.

Please return the reply slip below.

Yours sincerely,

Reply

I received your letter regarding _____'s suspension.

He/she will stay at home from _____ to _____.

Name: _____ Signature: _____