**Sample Teacher letter of intent**

Jones Margaret

Deep valley High school

North Street

Texas

USA

Date: 25-05-2010

Dear Parent

I am sorry to inform you that your child Bill is not faring well in his academics, as a result of which I will be taking extra coaching classes especially for him and other under performing students. This is to bring to your kind notice that your boy is under performing and not attentive in class. There have been many other complaints against him from the principal that he has been misbehaving with other girls in his class. I went through his academic report which is quite unimpressive. And therefore I have decided to conduct coaching classes after the school hours in the school premises. To boost up his grades I have thought of coaching them after the school hours. There will be solving of question banks in the coaching classes which I think will be of great help. Kindly do the needful and oblige.

Yours sincerely

Jones Margaret

(Teacher, Deep Valley high school)