From,

Mrs Braganza,

Class Five teacher,

St Theresa School,

Denver

To,

Mr and Mrs Brown,

D -2, Privet Drive,

Denver

Dear Mr and Mrs Brown,

I have been forced to write this letter for the circumstances which have cropped up. Draco has been the concern for which this letter has to be drafted. Draco has been one of the brighter students of my class. However, the same cannot be said with his performance in the recent days in view. Draco has not been the same in his studies. The impeccable energy and zeal which he used to portray in front of the entire class is fading away. I, hereby, urge you to look into this matter very seriously.

There is absolutely no need to panic. Sometimes, students tend to get disoriented from their path and this is where our responsibility of putting them back into array comes to light. I am hopeful that needful steps would be taken by you in this context to make Draco deliver what he is capable of. Hoping for the better future,

Yours sincerely,

Mrs Braganza