

South Middle School
45201 Owen Street
Belleville, MI 48111
734-697-8711

Date _____

Dear _____,

It has come to my attention that your child, _____, is currently struggling in my class.

I have been unsuccessful at contacting you because your Zangle contact list has not been updated. Please provide the information below so I may collaborate with you about your child.

I've only been able to leave messages. Please provide me with better information in order that I may speak with you directly.

Please e-mail me at _____@vanburenschools.net.

If you have any questions regarding this matter, please contact me or the office at 734-697-8711 or at _____@vanburenschools.net.

Thank you for your cooperation,

Home # _____

Work # _____

Cell # _____