

Dated: {CURRENT\_DATE}

From

PRINCIPAL,

SITAMS COLLEGE

To

{PARENT\_NAME}

{ADDRESS}

**SUBJECT: SUSPENSION NOTICE FOR {STUDENT\_NAME} – Roll No: {ROLL\_NO}**

Dear {PARENT\_NAME},

This is to inform you that your child, {STUDENT\_NAME}, Roll No: {ROLL\_NO}, has been suspended from school due to {REASON}{DESCRIPTION}. The suspension will be from {START\_DATE} to {END\_DATE}.

We request you to accompany {STUDENT\_NAME} to school on {END\_DATE} for a meeting to discuss the matter further.

Thank you for your cooperation.

Copy to: - PRINCIPAL

HOD

Parents

Individual