

To,

The Principal,

Dear Respected Sir,

I am proud of my institution for inculcating ethical and moral values among students along with high standards of learning. However, despite recurrent ethical instructions to the students, there are a few of them who intentionally violate the moral code of the institution. Mr. Johnson is one of such students who fall in the category of repeatedly misbehaving students in the class. He is a student of grade X with registration number 123.

He misbehaved with me during the lecture today when I warned him of his lack of attention to the lecture. His attitude towards me was utter disregard to ethical standards of our institution. Since the past couple of weeks, He has been expressing his cold response to me whenever I tried to mend his behavior to his teachers and his interest in his studies. On his misconduct to me today, I also advised him politely that his misbehavior towards teachers will prove quite harmful for his career and future. But, I am afraid he will not reform his behavior towards his teachers because of his consistently indifference to my past advices.

Sir, I am optimistic that your personal advice to him will bring the required change in his attitude. Please call him in your office at your earliest convenience so that he could appropriate his behavior with me in the next class.

Thank you for your valuable time.

Best Regards,

Hira

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