Date

**Re: Progress of <student name>**

Dear Sir/Madam,

I am concerned about *student* as *he/she* is capable of achieving their predicted grade in SUBJECT but has failed to hand in their assignment which is now overdue. Their tutor is aware of the situation and I will now pass this on to the Head of Department.

In SUBJECT, staying on target is very important as the final grade is based on two practical exams which are centered on these individual assignments.

There are opportunities to stay back after school on Mondays, Tuesdays, Wednesdays and Thursdays to complete the work and I would welcome your support in encouraging <*student*> to attend these sessions. Attending these sessions, completing work at lunch times or at home are vital if they are serious about fulfilling their potential in SUBJECT.

If you wish to discuss this with me please do not hesitate to contact me.

Yours sincerely

TEACHER

POSITION