[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Disappointment for Misbehavior with the Teacher**

Dear [Name of the Recipient],

I came to know about your misbehavior with your English Literature teacher Mr. / Mrs. [name of the Teacher]. I must say that I am extremely disappointed with you for this. Mr. / Mrs. [name of the Teacher] told me everything that happened. I also asked about this from your class-fellows and they told me the same.

I give you a chance to explain yourself either by personally meeting me or through a letter. However, if you failed to convince me otherwise, you will have to apologize to Mr. / Mrs. [name of the Teacher] in front of the whole class. I am looking forward to your response as soon as possible.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]