

Disagreement Letter Concerning a Student's Detention

[Your Name]

[Address]

[Letter's Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -optional

Dear [recipient's name],

I am writing this letter in reference to the detention circular sent at our place by your administration regarding some misunderstanding of a mischievous act done at your school yesterday of which our son is being accused. This is a something very unusual of our son to do and it is a matter of inconvenience for us since we know the truth about the incident. When we came to know that our son has been called to detention we inquired about the incident and we came to know that it was one of his classmates who started the whole thing and blamed it all on our son. His teachers know him very well and they definitely know that he can never be a part of such kind of activities.

We would appreciate if you look into this matter and cut the detention for our son as it will result in a loss of his studies. We hope that this kind of incident will not take place again.

Thank you very much.

Sincerely,

[Your Name]