



Jamiatul Ulama (KZN)
TALIMI BOARD

RP.6.

Letter for unsatisfactory progress

Madrasah: _____ Grade: _____

Mu'allim/ah: _____

Assalaamu alaykum wa rahmatullahi wa barakaatuhu

Respected Parent

This is to hereby inform you that your son/daughter _____ has been performing unsatisfactorily at Madrasah. If satisfactory results are desired, it will then be necessary for you to assist your child/ward in the following subjects:

Qaaidah/Quraan		Hadith		Aqaaid	
Surahs		Tajweed		Akhlaaq	
Duas		Fiqh		History	

It is only through the valued assistance of parents at home that satisfactory performance can be attained.

Awaiting your response.

Jazakumullah

Was Salaam

 Mu'allim/ah

 Date

Response slip: Please return

I, _____ the parent / guardian of _____, do hereby confirm letter of receipt of a letter with regards to my son / daughter's absenteeism / late coming.

I would like to:

arrange a meeting with the Mu'allim/ah or Supervisor for the :
 (date) _____ at (time) _____
 (to be confirmed by the Mu'allim/ah or Supervisor at his or her convenience).

contact the Mu'allim/ah or Supervisor at the above mentioned telephone number at the earliest opportunity

 Signature

 Date