

**PLACE ON SCHOOL LETTERHEAD**

(Insert Date)

Dear (Insert Parent Name):

The Registered Behavior Technician Private/Instructional Personnel who has been providing services in our school setting has violated one or more conditions agreed upon when submitting the RBT/PIP packet. Therefore, the private provider is no longer allowed to provide services on this school campus effective (Insert Date), for the following reason: (insert reason why provider is no longer allowed on campus)

Sincerely,

(Insert Principal Name)