

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to formally express my concerns regarding [specific issue] that has recently come to my attention involving [child's name] and their experience at [School's Name].

[Explain the issue in detail, including dates, specific incidents, and any relevant information.]

I believe it is crucial for all students to have a safe and supportive educational environment, and this situation has had a significant impact on [child's name]'s well-being and learning experience.

I kindly request that you look into this matter and take appropriate action to resolve it. I am hopeful that we can work together to ensure that [child's name] and their peers feel valued and safe at school.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Relationship to the Child]