

[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 hope this letter finds you well. I am writing to formally express my concerns regarding [briefly state the issue, e.g., "bullying incidents involving my child, [Child's Name], in [grade/class]"].

[Provide a detailed description of the issue, including dates, specific incidents, and any relevant background information. Be factual and objective.]

I believe it is important for the school to address this matter promptly to ensure a safe and supportive environment for all students. I would appreciate any measures you could take to investigate and resolve this situation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]