

[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 express my concern regarding [specific issue or incident] that has occurred at [School's Name]. As a parent of [Child's Name], who is in [grade/class], I believe it is important to address this matter to ensure a supportive learning environment for all students.

[Explain the issue in detail: what happened, when it happened, who was involved, and any relevant information.]

I kindly request that you look into this matter and take the necessary steps to resolve it. I appreciate your attention to this important issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]