

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[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 [Teacher's Name], the class teacher of [Grade/Class Name].

[Clearly state the issue or complaint, providing specific examples and any relevant incidents. Explain how it has affected you or the students in the class.]

I believe that addressing this issue is essential for the well-being of the students and the overall learning environment. I kindly request that you look into this matter and take appropriate action.

Thank you for your attention to this important issue. I am hopeful for a positive resolution.

Sincerely,

[Your Name]
[Your Contact Information]