

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[School/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a complaint regarding an ongoing issue of cyberbullying that [my child/I] have been facing. This situation has significantly impacted [my child's/our] emotional wellbeing and overall safety.

1. ****Description of the Incident:****

- On [date(s)], [briefly describe the incidents of cyberbullying, including the medium used (e.g., social media, text messages) and the content, if appropriate].

2. ****Impact:****

- As a result of these actions, [describe the emotional and academic impact on the victim, e.g., anxiety, depression, decline in school performance].

3. ****Steps Taken:****

- I have attempted to address this issue by [mention any prior communication or actions taken, such as discussing with the perpetrator, school officials, or parents].

4. ****Request for Action:****

- I kindly request that the school/organization take [mention specific actions you believe should be taken, such as an investigation, support for the victim, or educational programs on cyberbullying].

5. ****Conclusion:****

- I appreciate your attention to this serious matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]