

[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],

Subject: Report of Bullying Incident

I am writing to formally report an incident of bullying that occurred on [date of incident] involving my child, [Child's Name], who is in [grade/class] at [School's Name].

The incident took place at [specific location, e.g., cafeteria, playground, etc.] during [specific time, e.g., lunch, recess, etc.].

[Child's Name] was [briefly describe what happened, including any relevant details about the bullying behavior, the individuals involved, and any witnesses, if applicable].

This behavior has caused [Child's Name] significant distress, including [mention any emotional or physical effects]. I am concerned about their well-being and the impact this may have on their education.

I kindly request that you investigate this matter promptly and take appropriate action to ensure a safe and supportive environment for all students. I am open to discussing this further and would appreciate your guidance on the next steps in addressing this issue.

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

Sincerely,

[Your Name]

[Your Relationship to the Child]