

[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], who teaches [Class/Subject] at [School's Name].

[Describe the specific issues you have encountered, providing details such as dates, incidents, and any relevant information.]

I believe these concerns impact not only my [child's] learning experience, but potentially others as well. I would appreciate your attention to this matter and any steps you could take to address the issues.

Thank you for your time and understanding.

Sincerely,

[Your Name]  
[Your Contact Information]