

[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 am writing to formally address a concern regarding [specific issue or incident] that occurred on [date].

[Explain the issue in detail, including any relevant facts, dates, and individuals involved.]

I believe that this matter needs attention because [explain why the issue is important and its impact].

I would appreciate your prompt attention to this matter and am hopeful for a resolution. Thank you for taking the time to address my concerns.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relation to the School, e.g., Parent/Guardian, Student]