

[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: Complaint Regarding [Brief Description of the Issue]

I hope this message finds you well. I am writing to formally express my concern regarding [specific issue, e.g., bullying, inadequate facilities, etc.] at [School's Name].

[Explain the issue in detail, providing specific examples, dates, and any actions you have already taken to address the situation.]

I believe it is important for [mention the impact of the issue on students, environment, etc.]. I kindly request that the school administration take appropriate actions to resolve this matter.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to the Student, if applicable]