

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
JK School

[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. My name is [Your Name], and I am the parent of [Child's Name], who is in [grade/class] at JK School.

I am writing to express my concerns regarding [briefly state the issue, e.g., "the new homework policy" or "the recent changes in the curriculum"].

[Provide a detailed explanation of your concern, including specific examples, if possible. Mention any discussions you've had with teachers or staff if applicable.]

I truly value the education and support that JK School provides, and I believe addressing this concern will enhance the learning experience for all students. I would appreciate an opportunity to discuss this matter further.

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

Sincerely,  
[Your Name]