

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concerns regarding [specific issue] related to the recent junior high project, [Project Name].

[Describe the issue in detail, including any relevant facts, dates, and how it has affected you or others.]

I believe that addressing this issue is crucial because [explain why it is important].

I would appreciate your attention to this matter and look forward to discussing a resolution. Thank you for your time.

Sincerely,

[Your Name]

[Your Class/Grade]

[Your Contact Information]

Example Template

John Smith

123 Elm Street

Springfield, IL 62701

john.smith@email.com

October 10, 2023

Mrs. Johnson

Springfield Junior High School

456 Oak Street

Springfield, IL 62701

Dear Mrs. Johnson,

I am writing to express my concerns regarding the group project for our science class, "Eco-Friendly Solutions."

During the project, I felt there was a lack of clear guidance and resources provided, which made it difficult to meet our project deadlines. This has left some team members feeling overwhelmed and unprepared.

I believe addressing these issues is important for future projects to ensure all students can perform their best.

I would appreciate your attention to this matter and look forward to discussing a solution. Thank you for your time.

Sincerely,

John Smith

8th Grade

(555) 123-4567