

[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 [Briefly State the Issue]

I am writing to formally express my concern regarding [describe the specific issue or incident] that occurred on [date of the incident].

[Provide a detailed explanation of the issue, including any relevant facts, the impact it has had on your child, and any previous discussions or attempts to resolve the issue.]

I believe it is important that this matter is addressed promptly to ensure a safe and positive learning environment for all students.

I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Your Child's Name]

[Your Child's Class/Section]