

[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 hope this message finds you well. I am writing to express my concern regarding [specific issue or situation], which has been affecting my child, [Child's Name], who is in [specific class/grade] at [School's Name].

[Provide a brief description of the issue, including any relevant details such as dates, occurrences, and the impact on your child.]

I believe it is important for the well-being and development of our students that this matter is addressed promptly. I appreciate your attention to this issue and look forward to your response.

Thank you for your commitment to fostering a positive learning environment for all students.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

[Relationship to Child]