

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

[Recipient's Name]  
[Title/Position]  
Kansas City Public Schools  
[School District Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

[Provide detailed information about the issue, including any relevant interactions, specific individuals involved, and the impact it had on you, your child, or the community.]

I believe this matter is important to address for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I kindly request that you look into this matter and consider [suggestions for resolution or actions you expect to be taken].

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

Sincerely,

[Your Name]  
[Your Relationship to the School/Student]