

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

[Principal's Name]  
[School's Name]  
[School's Address]  
[City, State, Postcode]

Dear [Principal's Name],

Subject: Complaint Regarding [Briefly State the Issue]

I am writing to formally express my concern regarding [describe the issue clearly and concisely, including any relevant details such as dates, incidents, and individuals involved].

[Explain the impact of the issue on your child or yourself and any attempts you have made to resolve the matter.]

I believe it is important for this issue to be addressed to ensure a safe and conducive learning environment for all students.

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

Sincerely,

[Your Name]

[Your Relationship to the Student] (if applicable)