

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Superintendent's Name]
[School District Name]
[School District Address]
[City, State, Zip Code]

Dear [Superintendent's Name],

Subject: Formal Complaint Regarding [Briefly State the Issue]

I am writing to formally address my concerns regarding [describe the issue] that has been affecting [students, staff, or specific area]. [Describe the specific details of the issue, including dates, locations, and any relevant incidents.]

I believe that [explain why this issue is important and how it impacts the school environment or students].

I kindly request that appropriate measures be taken to address this matter. I appreciate your attention to this issue and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]