

[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 letter finds you well. I am writing to bring to your attention a serious matter that is affecting the wellbeing of students at our school. It has come to my notice that [describe bullying situation, including specifics about incidents, dates, and individuals involved, if appropriate].

This behavior has created an uncomfortable environment for many students, including myself, and I believe it is crucial for us to address this issue promptly.

I kindly request that the administration take the necessary steps to investigate this matter and implement measures to prevent further incidents of bullying.

Thank you for your attention to this important issue. I trust that you will take the appropriate actions to ensure a safe and supportive environment for all students.

Sincerely,

[Your Name]
[Your Grade/Class]