

[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 concern that I, along with several fellow students, have been experiencing regarding [briefly state the grievance].

[Provide a detailed description of the grievance, including specific incidents, dates, and any attempts made to resolve the issue.]

It has been increasingly difficult for us to [explain how the grievance affects you or your peers]. We believe that addressing this issue is crucial for [mention any potential positive outcomes if the grievance is resolved].

We kindly request your intervention and support in resolving this matter. We are hopeful that with your guidance, we can find a satisfactory solution.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]
[Your Grade/Class]
[Contact Information]