

[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 am writing to formally address a concern regarding [specific issue] involving [teacher's name/class name].

[Describe the issue clearly, including specific examples, dates, and any relevant details.]

I believe this situation has impacted [mention the impact on students, learning environment, etc.].

I kindly request that you look into this matter. Thank you for your attention to this important issue.

Sincerely,

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