

[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 message finds you well. I am writing to formally express my concerns regarding [specific issue, e.g., bullying, inadequate facilities, lack of communication].

[Describe the situation in detail, including specific incidents, dates, and any other relevant information. State how it has affected you or your child.]

I believe it is important to address this issue promptly to ensure a positive and safe environment for all students. I kindly request that you look into this matter and take appropriate actions to resolve it.

Thank you for your attention to this serious issue. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Number]