

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 formally express my concerns regarding several issues I have recently encountered at [School's Name] related to the junior varsity (JV) program.

Firstly, [briefly describe the first issue, including specific details such as dates, names, and any relevant incidents]. This has significantly impacted [explain how it affects students, parents, or the program overall].

Secondly, I would like to address [describe the second issue, following the same format]. This situation has raised concerns among parents and students alike, as [explain the implications of this issue].

[If there are additional issues, continue in the same manner].

I believe that constructive dialogue is important for resolving these matters. I would appreciate the opportunity to discuss these concerns further and explore potential solutions to enhance the experience for all participants involved in the JV program.

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to the Student, e.g., Parent, Guardian]