

[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],

Subject: Complaint Regarding [Teacher's Name]

I hope this letter finds you well. I am writing to formally express my concerns regarding [Teacher's Name] and their conduct in the classroom.

[Briefly explain the issue, including specific incidents and dates, if applicable. Mention how this has affected your child or the learning environment.]

I believe that every student deserves a safe and positive learning environment, and I am concerned that this situation is not conducive to that.

I kindly request that you look into this matter and take any necessary steps to address the situation. I appreciate your attention to this serious issue and look forward to your response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Contact Information]