

[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 bring to your attention some concerns regarding student safety at [School's Name].

[Describe specific safety issues, including any incidents or observations that have raised concern.]

I believe these issues need immediate attention to ensure the well-being of all students. I would appreciate it if you could consider solutions such as [suggest possible solutions or actions].

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

Sincerely,

[Your Name]

[Your Position, if applicable]

[Relationship to the school, e.g., parent, teacher, etc.]