

[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 bring to your attention some concerns regarding the school facilities that I believe need to be addressed for the betterment of our students and the overall learning environment.

[Briefly describe the specific issues you are noticing with the facilities, such as maintenance needs, safety concerns, lack of resources, etc. Be concise yet thorough.]

I believe that addressing these issues will greatly enhance the experience of both students and teachers at [School's Name]. I kindly request that you consider these concerns and explore possible solutions. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Grade/Class]
[Contact Number]