

[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 express my concerns regarding an ongoing issue of bullying that has been affecting [specific student's name or "students"] at our school.

[Describe the situation briefly, including specific incidents, dates, and any witnesses if applicable.]

I believe it is essential to address this matter promptly to ensure a safe and supportive environment for all students.

I kindly request that the school take appropriate action to investigate these incidents and implement measures to prevent future occurrences.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student (if applicable)]