

[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],

Subject: Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue] that occurred on [date] involving [details of the incident/person involved].

[Provide a brief description of the issue, including relevant details and any previous attempts to address it.]

I believe this situation requires attention because [explain the impact of the issue on students/learning environment]. I kindly request that the school take appropriate measures to resolve this matter effectively.

Thank you for addressing this issue promptly. I look forward to your response.

Sincerely,

[Your Name]  
[Your Relationship to the Student, if applicable]  
[Signature, if sending a hard copy]