

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Principal's Name]  
[School Name]  
[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to provide feedback regarding my experience at [School Name] as the parent of [Child's Name], who is in [Grade/Class Name].

Firstly, I would like to commend [specific program, teacher, or aspect of the school]. [Provide specific details about what you appreciate]. This has had a positive impact on [Child's Name]'s development and overall school experience.

However, I would also like to address [any concerns or suggestions for improvement]. [Explain your concerns or suggestions with specific examples if possible]. I believe that addressing these issues could further enhance the learning environment for all students.

Thank you for your attention to this matter. I appreciate all the hard work that you and the staff put into making [School Name] a great place for our children to learn and grow.

Sincerely,

[Your Name]

[Your Relationship to the Child]