

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

[Principal's Name]  
[YJ School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally express my concerns regarding [specific issue or incident] that occurred on [date] at YJ School.

[Describe the issue in detail, including any relevant events, conversations, or circumstances that led to your complaint.]

As a [parent/guardian/student] of [Student's Name], I believe that [explain the impact of the issue on the student or the school environment].

I kindly request that the school address this matter promptly. I would appreciate it if you could provide me with an update on the actions taken to resolve this issue.

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

Sincerely,

[Your Name]  
[Your Relationship to the Student]