

[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],

I hope this message finds you well. I am writing to formally express my concerns regarding the current state of the facilities at [School's Name]. As a parent of a student in [grade/class], I have observed several issues that I believe need to be addressed to ensure a conducive learning environment for our children.

[Describe the specific issues with the school facilities, such as inadequate seating, poor maintenance, lack of resources, etc. Be concise and factual.]

These conditions not only affect the students' daily experiences but also their overall educational performance. I believe that improved facilities will have a positive impact on their learning and well-being.

I urge you to take these concerns into consideration and look into potential solutions to enhance our school facilities. Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Relationship to the Student, e.g., Parent, Guardian]