

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

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

Subject: Formal Complaint Regarding Unfair School Treatment

Dear [Principal's Name],

I am writing to formally express my concerns regarding unfair treatment that I/my child, [Student's Name], has experienced at [School Name]. I believe these incidents demonstrate bias, discrimination, or unequal opportunities that contravene the core values of fairness and equality within our educational environment.

Specifically, on [date(s) of incident(s)], the following occurrences took place:

- [Describe incident 1: e.g., being treated differently by staff, being excluded from opportunities, receiving harsher discipline, etc.]
- [Describe incident 2, if applicable]

These actions have had a considerable impact on [my/my child's] academic performance and emotional well-being, including:

- [Describe effect 1: e.g., decreased motivation, stress, feeling of isolation, etc.]
- [Describe effect 2, if applicable]

I respectfully request a thorough and impartial investigation into these matters. In addition, I would like to suggest the following measures to promote a fair and inclusive environment for all students:

- Implementation of impartial and transparent disciplinary policies
- Mandatory diversity and sensitivity training for staff and faculty
- Establishment of clear, accessible channels for reporting grievances and concerns
- Promotion of an inclusive school culture that supports fairness and equity for students of all backgrounds

I trust that appropriate actions will be taken to address these concerns and prevent future occurrences. I look forward to your response and am available to discuss this matter further at your earliest convenience.

Thank you for your attention to this important issue.

Sincerely,
[Your Name]