

# Sample Formal Complaint Letter to School about Bullying from Another Student

[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 am writing to formally bring to your attention a serious matter regarding bullying that my [son/daughter/ward], [Student's Name], has been experiencing at [School Name]. I am deeply concerned about their well-being and safety while at school.

Specifically, [Student's Name] has been subjected to repeated bullying by [Name of the student(s) involved, if known] in [grade/class]. The incidents have included [briefly describe the specific behaviors – e.g., name-calling, physical intimidation, cyberbullying, exclusion, etc.], and have occurred on the following dates: [list dates or provide approximate time frames]. These behaviors have had a negative impact on [Student's Name]'s emotional well-being, academic performance, and willingness to attend school.

I respectfully urge the school administration to investigate these incidents promptly and take appropriate action in accordance with the school's anti-bullying policy. I would appreciate it if you could keep me informed of any steps taken to address the situation and ensure that [Student's Name] is provided with a safe and supportive learning environment moving forward.

Please let me know if you require any further information or would like to discuss this matter in person. I look forward to your prompt response and to seeing positive changes that will help ensure all students feel safe at [School Name].

Sincerely,  
[Your Name]