

# Written Complaint Letter Sample for Unprofessional Behavior of Teacher

This document provides a **written complaint letter sample for unprofessional behavior of teacher**, serving as a formal template to address concerns related to inappropriate conduct, lack of professionalism, or misconduct by an educator. It outlines the key elements to include, such as specific incidents, dates, and the impact on students or the learning environment, helping parents or guardians effectively communicate their grievances to school authorities while maintaining a clear and respectful tone.

## Complaint Letter Template

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

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

Subject: Formal Complaint Against [Teacher's Name] for Unprofessional Behavior

Dear [Principal's Name],

I am writing to formally bring to your attention my concerns regarding the unprofessional behavior exhibited by [Teacher's Name], who teaches [grade/subject] at [School Name]. As a concerned parent/guardian of [child's name] in [grade/class], I believe it is important to ensure a safe and conducive learning environment for all students.

On [specific date(s)], I observed/heard from my child about incidents involving [Teacher's Name] that I find deeply troubling. Specifically, [describe the specific incident(s) in detail-what happened, where, and who was involved]. This behavior included [list specific actions or language, e.g., shouting, inappropriate remarks, unfair treatment, etc.]. Such conduct is not only unprofessional but has also impacted my child's/other students' confidence, participation, and overall well-being.

I kindly request that the school administration investigate this matter thoroughly. I would also appreciate being informed about the actions taken to address these concerns and to prevent similar incidents in the future.

Thank you for your attention to this serious matter. I trust that you will treat my concerns with the importance they deserve, in the best interest of the students and the school community.

Sincerely,  
[Your Name]