

Letter of Complaint to School Principal (with Supporting Documents)

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

To

The Principal
[School Name]
[School Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding [Specific Issue] with Supporting Documents

Dear Principal [Last Name],

I am writing to formally bring to your attention a matter of serious concern regarding [briefly describe the issue, e.g., academic, behavioral, or administrative]. I believe this issue requires your immediate attention and intervention.

On [date], [describe the incident or issue in detail, including what happened, who was involved, and the impact]. Despite previous attempts to resolve this matter by [mention any steps you have taken, e.g., speaking with teachers, counselors], the issue remains unresolved.

Please find below a summary of the facts:

- **Date/Time:** [Insert specific date and time]
- **Location:** [Insert location within the school]
- **Persons Involved:** [Names and roles]
- **Description:** [Concise description of the incident or issue]

To support my complaint, I have attached the following documents:

1. [Document 1: e.g., Copy of report, correspondence, etc.]
2. [Document 2: e.g., Photographs, screenshots, etc.]
3. [Document 3: Any other relevant evidence]

I kindly request your urgent attention and a thorough investigation into this matter. I am confident that, with your intervention, a fair and satisfactory resolution can be reached. I am available for a meeting at your convenience to discuss this further.

Thank you for your time and consideration.

Sincerely,

[Your Name]

Attachments:

1. [Document 1 Name]
2. [Document 2 Name]
3. [Document 3 Name]

(Please see attached.)