

Formal Complaint Letter to School Principal about Teacher

A **formal complaint letter to a school principal about a teacher** is a written communication expressing concerns or dissatisfaction regarding a teacher's behavior, teaching methods, or interaction with students. The letter should be respectful, clear, and concise, stating specific incidents or issues, and requesting appropriate action or investigation.

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 Regarding [Teacher's Name]
Dear [Principal's Name],
I am writing to formally express my concerns regarding [Teacher's Name], who teaches [grade/subject/class]. Over recent weeks, I have observed/witnessed instances that I believe (Specifically, on [date(s)], [describe incident(s) clearly and factually, e.g., "Mr. Smith used disrespectful language towards students in the classroom"]. Such behavior has impact I kindly request that this matter be investigated and addressed promptly. Please let me know if you require any further information or clarification. I appreciate your attention !
Sincerely,
[Your Name]

Example

Jane Doe
123 Maple Street
Springfield, IL 62704
janedoe@email.com
(555) 123-4567
June 16, 2024
Mr. John Evans
Springfield Middle School
456 Oak Avenue
Springfield, IL 62704
Subject: Formal Complaint Regarding Mr. Smith
Dear Mr. Evans,
I am writing to formally complain about Mr. Smith's conduct in the classroom. On multiple occasions, he has used disrespectful language towards students, which has negatively affe I kindly request that this matter be reviewed and addressed promptly to ensure a positive educational experience for all students.
Thank you for your attention to this matter.
Sincerely,
Jane Doe