

## 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 are inappropriate and/or ineffective. 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 impacted the learning environment and the well-being of students. 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 to this matter.  
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 affected their learning experience. Specifically, on June 10, 2024, Mr. Smith publicly humiliated a student during a lesson. Such behavior is unacceptable and has created a hostile learning environment. 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