

Example Complaint Letter to School Counselor about Repeated Bullying

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

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

Dear [School Counselor's Name],

I am writing to formally express my concern regarding repeated bullying incidents involving my child, [Student's Name], who is currently in [Grade/Class] at [School Name]. Despite previous informal reports, the bullying has continued and appears to be significantly affecting my child's emotional well-being and performance in school.

Specifically, my child has reported the following incidents:

- On [date], [description of incident and individuals involved].
- On [date], [description of incident and individuals involved].
- On multiple occasions, [summary of ongoing behaviors and patterns].

As a result of this continued harassment, my child has become increasingly anxious about attending school, and I have noticed changes in their mood, behavior, and academic engagement. These issues are deeply concerning to our family.

I respectfully request prompt intervention to address this situation, including a thorough investigation and the implementation of appropriate support and protective measures for my child. It is crucial to ensure a safe and respectful school environment for all students.

Please let me know how the school will address this matter and what steps will be taken to prevent further incidents. I am available to discuss this issue at your earliest convenience and look forward to working together to resolve this urgent concern.

Thank you for your attention to this matter.

Sincerely,
[Your Name]