

[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 Bullying of Special Needs Child

Dear [Principal's Name],

I am writing to formally bring to your attention a serious and distressing matter concerning my child, [Child's Name], who is a student in [Grade/Class] at [School Name]. As a parent/guardian, I am deeply concerned about ongoing incidents of bullying and harassment directed towards my child, who has special needs, within the school environment.

Specifically, I wish to report the following incidents:

- [Briefly describe specific incidents with dates and other students involved, if known]
- [Include details of any physical, verbal, or emotional harassment]
- [Mention if the bullying has occurred in classrooms, playgrounds, school buses, etc.]

These incidents have had a significant emotional and physical impact on [Child's Name], affecting their overall well-being, academic performance, and sense of safety at school. As you are aware, children with special needs may be particularly vulnerable to bullying and require appropriate support and protection under the school's anti-bullying policy and relevant disability protection laws.

I respectfully request that the school administration:

1. Conduct a thorough and impartial investigation into the reported incidents as soon as possible.
2. Take immediate steps to stop the bullying, applying all relevant disciplinary measures.
3. Provide ongoing support and counseling for [Child's Name] to address the emotional effects of the bullying.
4. Ensure that staff are adequately trained to handle issues involving special needs students and to promote an inclusive and respectful school culture.
5. Communicate with me regularly regarding the progress of the investigation and the measures implemented to safeguard my child.

As a family, our primary concern is the safety and well-being of [Child's Name], as well as fostering a nurturing, inclusive learning environment for all students. We trust that you will treat this matter with the urgency and seriousness it warrants.

Please confirm receipt of this letter and inform me of the next steps at your earliest convenience. I am available for a meeting to discuss this matter further and am willing to cooperate fully as part of the investigation.

Thank you for your attention to this very important issue.

Sincerely,
[Your Name]