

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

**To:**

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

**Subject: Formal Complaint Regarding Bullying During Sports Activities**

Dear [Principal's Name],

I am writing to formally bring to your attention a matter of great concern regarding my child, [Student's Name], who is a [grade/year] student at [School Name]. It has come to my attention that [he/she/they] has been experiencing bullying during sports activities at school, specifically during [name of activity, e.g., physical education classes, after-school sports, etc.].

On several occasions, [Student's Name] has reported being subjected to verbal harassment and exclusion by a group of peers while participating in sports. For example, on [date(s) of incident(s)], [he/she/they] was [describe specific incidents, such as taunted, pushed, called names, or left out of team activities]. These actions have deeply affected [his/her/their] confidence, sense of belonging, and overall well-being.

I am concerned about the lack of adequate supervision and immediate intervention during these activities, which has allowed this unacceptable behavior to continue. It is essential that all students feel safe, respected, and supported, especially in group settings such as sports where teamwork and inclusivity should be encouraged.

I respectfully request that the school urgently investigates these incidents, takes appropriate disciplinary action against those involved, and implements measures to ensure a safe environment for all students. I would appreciate being informed of the steps taken to address this matter and to prevent similar incidents in the future. Providing education about respect and inclusion during sports activities may also help foster a more positive environment.

Thank you for your attention to this serious issue. I trust that you share the commitment to student safety and well-being, and I look forward to your prompt response.

Sincerely,  
[Your Name]