

# Formal Complaint Letter to School Principal: Template

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

**To,**  
**The Principal**  
[School Name]  
[School Address]  
[City, State, ZIP Code]

## **Subject: Formal Complaint Regarding [Brief Description of Issue]**

Dear Principal [Last Name],

I am writing to formally bring to your attention a concern regarding [describe the issue - e.g., a recent incident, school policy, staff conduct]. This matter has caused [explain the impact, e.g., distress, inconvenience, disruption] to [your child, yourself, or others].

On [date of incident], [provide detailed description of the incident or issue, including relevant names, places, and times]. I have attached/provided [any supporting evidence, such as emails, photos, medical notes].

I have already attempted to resolve this matter by [mention any prior steps you have taken, such as speaking with a teacher or counselor], but unfortunately, the issue persists.

I kindly request that you look into this matter and take appropriate steps to address it. I would appreciate a meeting or written response at your earliest convenience regarding the actions that will be taken.

Thank you for your attention to this serious matter.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]

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## **Example: Formal Complaint Letter to School Principal**

Maria Rodriguez  
123 Elm Street  
Springfield, IL 62704  
mariarodriguez@email.com  
(555) 123-4567  
June 25, 2024

**To,**  
**The Principal**  
**Lincoln High School**  
**456 Main Avenue**  
**Springfield, IL 62704**

## **Subject: Formal Complaint Regarding Bullying Incident**

Dear Principal Thompson,

I am writing to formally bring to your attention a concern regarding a bullying incident involving my daughter, Ana Rodriguez, in the 7th grade. This matter has caused significant distress to my daughter and has affected her enthusiasm for attending school.

On June 20, 2024, Ana was subjected to repeated verbal harassment by several classmates during lunch in the school cafeteria. Despite her attempts to address the situation with her homeroom teacher, no significant action has been taken as of today.

I kindly request an investigation into this incident and appropriate steps to ensure my daughter's safety and well-being on school premises. I am available to discuss this matter further and would appreciate your response at your earliest convenience.

Thank you for your attention to this important issue.

Sincerely,  
Maria Rodriguez