

# Complaint Regarding Transportation Delays

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

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

Dear [Principal's Name],

I am writing to formally express my concern regarding the ongoing delays in the transportation provided by [School Name]. As a parent of [Child's Name], who attends [Grade/Class Name], these delays have significantly impacted my child's punctuality and overall school experience.

Despite multiple discussions with the transportation department, the issues persist, causing increased frustration not only for my child but also for many other families. We rely on the school transportation to ensure our children arrive at school on time and safely.

I kindly request that you investigate this matter at your earliest convenience and take the necessary steps to improve the situation. I appreciate your attention to this issue, and I look forward to your response.

Thank you for your understanding.

Sincerely,  
[Your Name]