

# Formal Complaint Regarding Bullying

Date: [Insert Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally lodge a complaint regarding an incident of bullying that my child, [Child's Name], who is in [Grade/Class], has been experiencing at [School's Name].

The incidents began on [insert date of first incident] and have escalated to a point where [describe the situation briefly, including specific incidents, dates, and persons involved if known]. This behavior has had a significant impact on my child's emotional well-being and academic performance.

I have previously attempted to address this issue informally by [mention any previous communication or meetings with staff], but unfortunately, the situation remains unresolved. I believe that immediate action needs to be taken to ensure my child's safety and to put an end to this harmful behavior.

I kindly request a meeting to discuss this matter further and to explore the school's policies and actions regarding bullying. It is vital that we work together to ensure a safe and supportive environment for all students.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Student]