

Bullying Incident Documentation

Date: [Insert Date]

To: [Principal's Name]

From: [Your Name]

Subject: Documentation of Bullying Incident

Dear [Principal's Name],

I am writing to formally document an incident of bullying that occurred on [Insert Date of Incident] involving my child, [Child's Name], who is a student in [Child's Grade/Class].

Details of the Incident:

- **Date and Time:** [Insert Date and Time]
- **Location:** [Insert Location]
- **Involved Parties:** [List Names of Students Involved]
- **Description of Incident:** [Briefly Describe What Happened]

I believe it is crucial for the school to address this situation promptly to ensure a safe and supportive learning environment for all students. Please find attached any relevant evidence related to the incident, including witness statements and any other documentation.

Thank you for your attention to this serious matter. I look forward to your prompt response regarding how the school will proceed.

Sincerely,

[Your Name]

[Your Contact Information]