

Bullying Incident Report

Date: [Insert Date]

To: [Educational Board's Name]

From: [Your Name]

Subject: Report of Bullying Incident

Dear [Educational Board's Name],

I am writing to formally report an incident of bullying that occurred on [insert date of the incident] involving [insert names/initials of the individuals involved]. The incident took place at [insert location], during [insert time, e.g., recess, class period].

Details of the Incident:

- **Perpetrator(s):** [Name(s) or Initial(s)]
- **Victim(s):** [Name(s) or Initial(s)]
- **Description of Incident:** [Describe what occurred, including specific actions and comments made during the incident]
- **Witnesses:** [List any witnesses and their contact information]

As a result of this incident, [describe any impact on the victim, such as emotional distress, academic performance, etc.]. I believe it is crucial for the safety and well-being of our students that this situation is addressed promptly.

I request that this incident be investigated thoroughly and appropriate measures be taken to ensure a safe environment for all students. Please let me know if further information is required.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]