

Grievance Letter Regarding School Maintenance Issues

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I am writing to formally express my concerns regarding the maintenance problems at [School's Name]. As a [parent/student/staff member] of the school community, I have observed several issues that require immediate attention to ensure a safe and conducive learning environment.

Specifically, I would like to draw your attention to the following issues:

- [Issue 1: Description of the problem]
- [Issue 2: Description of the problem]
- [Issue 3: Description of the problem]

These maintenance problems not only affect the quality of education but also pose safety risks to students and staff. I kindly request that these issues be addressed promptly. I believe that ensuring proper maintenance is crucial for fostering a positive educational atmosphere.

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

Sincerely,

[Your Name]