

To Whom It May Concern,

I am writing to formally express my dissatisfaction with the educational services provided by [School/Institution Name]. My child, [Child's Name], is currently enrolled in [Grade/Class] and has faced several issues that I believe need immediate attention.

Specifically, I have observed that [describe specific issues such as inadequate teaching quality, lack of resources, or unresponsive administration]. These concerns have adversely affected my child's learning experience and overall academic performance.

I kindly request that you address these matters at your earliest convenience. I believe that with the right attention and resources, we can improve the educational environment for all students.

Thank you for your time and consideration. I look forward to your prompt response.

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