

Letter of Concern Regarding Missing Educational Materials

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my concern regarding the missing educational materials that are essential for the continued learning and development of the students.

On [date], it came to my attention that several key materials, including [list specific materials], are currently unavailable. This absence has hindered the students' ability to fully engage in their educational programs.

I would appreciate your prompt attention to this matter and any updates you can provide regarding the status of the missing materials. Together, we can ensure that our students have the resources they need to succeed.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position/Relation to the School]