

# Letter of Concern

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to express my concerns regarding some of the current academic policies at [School's Name]. As a parent of a student in [grade/class], I believe that the following issues need to be addressed to ensure a conducive learning environment for our children:

1. [Concern 1: Description of the academic policy issues and its effects on students.]
2. [Concern 2: Description of another aspect that needs attention.]
3. [Concern 3: Additional concerns or suggestions for improvement.]

It is my hope that we can work together to find solutions to these issues that ultimately benefit the educational experience of our students. I am willing to meet with you at your earliest convenience to discuss this matter further.

Thank you for your attention to these matters. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]