

# Formal Complaint Letter

Your Name  
Your Address  
City, State, ZIP Code  
Email Address  
Phone Number  
Date

Principal's Name  
School Name  
School Address  
City, State, ZIP Code

Dear Principal [Last Name],

I am writing to formally express my concerns regarding the conditions of the classrooms at [School Name]. As a parent/guardian of [Student's Name], who is currently enrolled in [Grade/Class Name], I believe it is imperative to bring to your attention several issues that have been affecting the learning environment.

Firstly, I have observed that the classrooms are poorly maintained, with issues such as [describe specific issues, e.g., lack of sufficient lighting, broken furniture, poor ventilation]. These conditions are not conducive to effective learning and may affect the health and comfort of the students.

Moreover, I believe that addressing these concerns promptly will not only enhance the educational experience for all students but will also reflect the school's commitment to providing a safe and supportive environment.

I kindly request that you take immediate action to assess and rectify these issues. I am more than willing to meet to discuss this matter further and to collaborate in finding solutions.

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

Sincerely,  
[Your Name]