

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

[Principal's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Principal's Name],

I hope this message finds you well. I am writing to bring to your attention a concern regarding the safety of the playground equipment located at [specific location, e.g., the school playground].

During my recent visit, I observed several pieces of equipment that appear to be unsafe, including [briefly describe the issues, e.g., broken swings, sharp edges, etc.]. These conditions pose a risk to the children who play there, and I believe immediate action is necessary to ensure their safety.

I kindly request that you assess the situation and take appropriate measures to address these concerns. It is vital that all students have access to safe play environments, and I believe your leadership will help facilitate this.

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

Sincerely,
[Your Name]