

# Notification of Bullying Situation

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

School/Organization Name: [Name]

Address: [Address]

Dear [Recipient's Name],

I am writing to formally notify you about a bullying situation that has come to my attention involving [Student's Name] in [Grade/Class Name]. This behavior has been observed on multiple occasions, specifically on [insert dates or time frame], and it is causing significant distress to the affected individual.

Details of the situation are as follows:

- **Incident Description:** [Briefly describe the incidents]
- **Involved Parties:** [List individuals involved]
- **Witnesses:** [List any witnesses, if applicable]

I believe it is essential to address this matter promptly to ensure a safe and supportive environment for all students. I kindly request that you investigate this situation and take appropriate actions to resolve it.

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

Sincerely,

[Your Name]

[Your Position/Relationship to Student]

[Your Contact Information]