

To Whom It May Concern,

I am writing to bring to your immediate attention a serious issue regarding bullying that has been affecting my child, [Child's Name], who is a student in [Grade/Class Name].

Over the past few weeks, [he/she/they] has been the target of ongoing bullying by [Name(s) of the bully/bullies], which has resulted in significant emotional distress and a decline in [his/her/their] academic performance.

Specific incidents include:

- [Describe Incident 1]
- [Describe Incident 2]
- [Describe Incident 3]

Despite [his/her/their] attempts to address the situation, it has continued to escalate. I kindly urge you to take prompt action to resolve this matter and ensure a safe environment for all students.

Thank you for your immediate attention to this serious issue. I would appreciate a prompt response regarding the steps that will be taken.

Sincerely,

[Your Name]

[Your Contact Information]