

Letter of Complaint

[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 am writing to formally express my concern regarding the absence of my child's report card for the [specific term/semester/academic year]. Despite my efforts to resolve this matter through informal channels, I have yet to receive satisfactory assistance.

[Child's Name], a [grade/year] student in your school, has been eagerly awaiting the report card to review his/her progress. The delay in receiving this important document has caused unnecessary stress and confusion.

I kindly request that you investigate the matter and provide an update regarding the status of the report card. It is essential for us to understand [Child's Name]'s academic standing and address any potential issues promptly.

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

Sincerely,

[Your Name]