

Letter of Concern

[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 express my concerns regarding the recent adjustments to the school policies that were announced on [date of announcement]. As a parent of [Child's Name], who is in [grade/class], I believe these changes warrant further discussion.

Specifically, I am concerned about [briefly explain the specific policy adjustments and your concerns]. I feel that these changes may affect [mention potential impacts on students, parents, or the school environment].

I kindly request a meeting to discuss these policy changes in more detail and to explore options for addressing these concerns collaboratively. I appreciate your attention to this matter and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]