

Formal Complaint Regarding Bullying Incidents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding a series of bullying incidents that have taken place at [School's Name]. These incidents have involved my child, [Child's Name], a [Grade/Class] student, and they have significantly impacted their emotional and academic well-being.

Over the past [duration], my child has experienced [describe specific incidents, dates, and individuals involved]. These actions have not only caused emotional distress but have also affected their performance and behavior at school.

I kindly request that the school takes immediate action to investigate these incidents and implement measures to prevent further occurrences. It is crucial that our school community be a safe and supportive environment for all students.

Thank you for your attention to this serious matter. I look forward to your prompt response and a resolution to ensure the safety and well-being of all students.

Sincerely,

[Your Name]