

Formal Complaint Regarding Extracurricular Activity Management

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Title
School/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the management of extracurricular activities at [School/Organization Name]. It has come to my attention that [briefly describe the specific issue or concern, e.g., inadequate supervision, lack of communication, etc.].

As a [parent/staff member/student], I believe that these activities are crucial for the holistic development of our children and should be managed effectively. [Provide specific examples or incidents that illustrate your concerns].

I urge you to take the necessary steps to address these issues and ensure that our extracurricular programs are both safe and beneficial for all participants. I would appreciate a prompt response regarding this matter.

Thank you for your attention to this important issue.

Sincerely,
Your Name