

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[School's Name]

[School's Address]

[City, State, Zip Code]

Subject: Formal Complaint Regarding Discrimination

Dear [Recipient Name],

I am writing to formally express my concern regarding an incident that occurred on [date of incident] involving [Teacher's Name]. I believe that the behavior displayed was discriminatory and not in line with the values of [School's Name].

On the aforementioned date, [describe the specific incident, detailing the context and how it constituted discrimination. Mention any specific comments or actions made by the teacher and their impact on you.]

This behavior has not only affected my educational experience but has also created a hostile environment for me and other students who may have faced similar treatment. I believe that such actions undermine the principles of equality and respect that are central to our community.

I kindly request that the administration investigate this matter thoroughly. It is vital that steps be taken to ensure that all students feel safe and valued in their learning environment.

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

Sincerely,

[Your Name]