

Formal Complaint Regarding Inappropriate Comments

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

Date: [Insert Date]

Principal's Name
School's Name
School's Address
City, State, Zip Code

Dear [Principal's Name],

I am writing to formally address a concern regarding inappropriate comments made by [Teacher's Name], a teacher at [School's Name]. During [specific class or event] on [date], I observed the following comments made by [Teacher's Name]:

[Describe the specific comments and incidents in detail.]

These comments are concerning as they [explain why the comments are problematic, e.g., cause discomfort, are inappropriate for a school setting, etc.]. I believe it is important for all students to learn in an environment free of harassment and disrespect.

I kindly request that this matter be investigated and appropriate action be taken to ensure a safe and professional setting for all students.

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

Sincerely,

[Your Name]