

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 am writing to formally submit a complaint regarding an incident of harassment I experienced involving [Teacher's Name], a teacher at [School's Name].

On [date of incident], during [specific class/period], [describe the incident in detail including what was said or done that constituted harassment]. This behavior made me feel [explain how it made you feel]. I believe this is an inappropriate and unacceptable conduct for a teacher towards a student.

I have discussed this matter with [any relevant individuals, e.g., parents, friends, or school counselors], and they share my concerns regarding this behavior and its impact on my well-being and educational experience.

I kindly request that the school take appropriate actions to address this situation. I am hopeful that measures can be put in place to prevent further incidents and to ensure a safe and respectful learning environment for all students.

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

Sincerely,
[Your Name]