

Formal Complaint Regarding Student Safety

Date: _____

To,

[Principal's Name]

[School Name]

[School Address]

Dear [Principal's Name],

I am writing to formally express my concerns regarding the safety of my child, [Child's Name], who is a student in [grade/class] at [School Name].

On [specific date], an incident occurred involving [Teacher's Name] that jeopardized the safety of the students. [Briefly describe the incident and how it impacted student safety, including any relevant details and witnesses if applicable.]

As a parent, I am deeply concerned about the well-being of my child and their peers in the school environment. I believe it is imperative that appropriate measures are taken to address this issue and ensure that similar occurrences do not happen in the future.

I request a meeting to discuss this matter further and to understand the actions that will be taken by the school administration. Please feel free to contact me at [Your Phone Number] or [Your Email] to arrange a suitable time.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Number]