

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 complain about the unsanitary conditions observed within [School's Name]. As a concerned parent of a student in [specific grade or class], I believe it is essential to bring these issues to your attention.

Specifically, I have noticed:

- Unclean restrooms lacking proper sanitation supplies.
- Classrooms with visible dust and debris, affecting the learning environment.
- Food safety concerns in the cafeteria regarding food storage and cleanliness.

These conditions not only hinder a conducive learning atmosphere but also pose health risks to students and staff. I urge you to take immediate action to rectify these issues and ensure that our school maintains a safe and healthy environment.

Thank you for your attention to this serious matter. I look forward to your prompt response and the steps that will be taken to address these concerns.

Sincerely,
[Your Name]