

Official complaint letter about bullying at school

Subject: Formal Complaint Regarding Bullying Incident

Dear Principal [Last Name],

I am writing to formally report a bullying incident that has affected my child, [Child's Name], in [Grade/Class] at [School Name]. Over the past few weeks, my child has experienced repeated verbal harassment and exclusion by [Name of Student(s) if known].

This behavior has caused emotional distress and affected my child's academic performance and well-being. I request that the school investigates this matter promptly and takes appropriate action to ensure a safe learning environment.

Please let me know what steps will be taken to address this issue. I have attached documented incidents and statements from witnesses for your review.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

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