

Formal complaint about classroom issues

Subject: Complaint Regarding Classroom Facilities

Dear Principal,

I am writing to formally bring to your attention the current condition of classroom [Room Number].

The furniture is damaged, and the ventilation system is not functioning properly, causing discomfort to students during lessons.

I kindly request that immediate steps be taken to repair the furniture and ensure proper ventilation, to maintain a conducive learning environment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Class/Grade]

Get more templates here: <https://www.lettersandtemplates.com/letters/complaint-letter-to-principal>