

Safety complaint formal letter

Subject: Urgent Safety Concern

Dear Principal,

I am writing to report unsafe conditions in the school playground, including broken equipment and uneven surfaces. These hazards pose a risk to students during recess and sports activities.

I request that the necessary repairs be conducted immediately to prevent any accidents.

Sincerely,

[Your Name]

[Class/Grade]

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