

Formal complaint regarding classroom conditions

Subject: Concern Regarding Classroom Facilities

Dear Principal [Name],

I am writing to formally express my concern regarding the inadequate conditions in [Classroom/Grade]. The seating arrangements are uncomfortable, and the learning equipment is outdated, making it difficult for students to engage effectively in lessons.

I request that the administration take immediate steps to upgrade the facilities and provide a conducive learning environment. I would appreciate a prompt response regarding any actions planned to address this matter.

Sincerely,

[Your Name]

[Parent/Guardian of Student Name]

[Contact Information]

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