

Formal complaint regarding scheduling problems

Subject: Concern Regarding School Timetable

Dear Principal [Name],

I am writing to express my concern regarding the current school timetable for [Grade/Class]. The schedule has led to overlapping classes and insufficient breaks, negatively impacting students' learning and well-being.

I request that the administration review the timetable and make adjustments to better accommodate students'™ needs. I look forward to your feedback on how this issue will be addressed.

Sincerely,

[Your Name]

[Parent/Guardian of Student Name]

[Contact Information]

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