

Complaint Letter to a School or Institution

Subject: Complaint Regarding [Issue]

Dear [Principal/Administrator],

I am writing to express my concern regarding [issue] that occurred on [Date] involving [students/staff]. This situation has caused [impact or concern].

I kindly request that you investigate this matter and take appropriate action. I look forward to your response and resolution.

Best regards,

[Your Name]

[Contact Information]

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