School Grievance Letter

Dear [Principal's Name],

I am writing to express my concern and raise a grievance regarding an incident involving [brief description of the incident] that occurred at [school name] on [date]. I believe it is important to address this matter to ensure the safety and well-being of all students.

I kindly request a formal investigation into the incident and urge the school to take appropriate actions to prevent similar occurrences in the future. It is my hope that this grievance will lead to positive changes that contribute to a safe and inclusive learning environment for all students.

I look forward to your prompt response and the steps that will be taken to address this matter.

Sincerely

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