Name & Address

Dear

I am the parent of ***(child’s name and class)*** who attends ***(name of school)****.*

I am writing to make a formal complaint about **(*the person and/or incident you are complaining about).***

I am complaining because ***(give as much detail about the incident(s) as you can. Include the date/time, people involved, what happened, any witnesses).***

So far the following actions have been taken: ***(explain what has happened so far in response to your concerns e.g. meetings, actions by the school. You can include copies of any letters or emails).***

I am not happy with the actions taken because ***(e.g. not enough done, the problem is still going on, no action has been taken).***

I would like you to put things right by ***(e.g. offering an apology, changing school policy, giving my child extra help).***

I would like you to investigate this matter further and let me know of the outcome. ***(You can put a time deadline* here)(Check the school’s complaints procedure for timeframe when they should acknowledge and respond to complaint**)

I look forward to hearing from you.

Yours sincerely

***(Your Name)***

c.c.