To

Recipient Name

Title

School Name

Dear Recipient Name:

I am the mother of John Adams who studies in grade 7. I would like to begin by praising your efforts and hard work for running the administration of XYZ School System. It is indeed a challenging job which must keep you occupied round the clock. However, there is an issue that needs your immediate attention. I want to make a complaint against Mrs. Jane Doe who has been practicing corporal punishment on her 7th grade students. I request you to deal with this issue as your first priority.

Mrs. Jane is quite a competent teacher. I have always been satisfied with her teaching methods. However, her way of punishing the students is completely unacceptable. I had no idea about it till my son reported this issue to me yesterday. He has been very upset that Mrs. Jane slapped him across the face when he failed to answer a question she asked during her lecture. According to him, she has been exhibiting an offensive behavior towards her students for quite some time. As the principal of this school, you must carry out your investigation and demand an explanation from her.

XYZ School System is a prestigious institute. Upon my son’s admission, I went through the school’s policy thoroughly. It has been stated clearly that the administration exhibits a zero-tolerance policy towards corporal punishment. According to this policy, teachers who use this form of punishment even once are terminated with immediate effect. Although I do not demand the termination of Mrs. Jane, you must give her a serious warning. Her behavior is outrageous and must not be condoned.

As parents, we entrust our children to you upon their enrollment to the school. We put our faith in the school’s in charge to protect our children from any kind of misbehavior from the school’s staff. I trust that you will look into this matter and take an immediate action accordingly.

Additionally, I would like to have a meeting with you regarding this matter. This issue has been making me feel extremely uneasy. I wouldn’t be able to feel content till some appropriate action has been taken. Kindly contact me at (phone number) and let me know what time I can see you in your office tomorrow.

Thanking you in anticipation.

Your Name

Title