Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

My son is a student of class 8 in your school. He has been in this school since his elementary level. Not only is he a student in your school but he is also residing in the hostel. We visit him every month and he seem to be very happy with the facilities he is enjoying. But during our recent visit, he complained regarding the quality of food that he gets. The meals are not fresh, and the quantity is not enough. The diet chart is not followed by the kitchen staff and the students are getting the same meals every day. My son has started to skip his meals for this reason and I can see that affecting his health too.

He was telling me about this new management which doesn’t seems to be very competent. The rooms are not maintained well, and cleaning is not done properly. Food and cleanliness are the necessities of life and should not be ignored at any cost. This can reflect badly on a student’s performance. Please pay attention to these neglected areas and improve the quality of food. I would love to have a quick chat with you. The best number to contact me is [Contact]. I am looking forward to the change before our next visit.

With thanks.

Name Here

Your Title