[Your Name]  
[Address]

To

[The Recipient Name]  
[School Name]  
[Address]

Subject: Complaint against [Teacher Name]

Dear Sir,

I am writing this letter with reference to my child whose name is Anderson and is studying in grade 2nd in your school. Through this letter, I want to express my concerns about my child’s studies. I have noticed many times that his class teacher is not fully prepared for teaching the class. I have been forced to write you like this because I have noticed a bulk of unchecked homework, erroneous homework which has never been corrected, spelling mistakes on notebooks exhibited by the teacher. Moreover, daily classwork also gets missed most of the time.

I have sent a written request to his class teacher many times before I wrote this letter to you, but no positive response was shown by the concerned teacher and the issue remained unresolved every time. One day, as I came to school to meet my child’s teacher, I found him busy on phone in the classroom while students were busy quarreling and messing up with each other. I am sorry to say but this kind of attitude shown by the teacher reflects his poor vigilance as well as your ineffective administration. We send our children to your school because we have full trust in you. Please do not let our trust get lost.

I am hereby asking you to resolve the matter on a priority basis. In the current era, no parent wants his or her child to become weak due to the sheer negligence of a teacher. If I do not see any improvement in my child, I will be forced to write to the director of the schools in that situation. Further, I request you to contact me as soon as possible on my personal cellular number so that we would discuss this matter in detail. Please take my complaint seriously as the future of every child depends upon teachers in the modern era. I say thank you in anticipation of a quick response to this matter.

Yours sincerely,  
[XYZ]