[Your Name]  
[Address]

To

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

Subject: Complaint against [Teacher Name]

Dear Sir,

I hope you will be fine. First, I would like to appreciate your efforts you are putting as a principal to run your school matters as smoothly as possible. I know it is a very difficult job because you have to deal with students as well as with the teachers which, at times, becomes difficult for certain reasons.

This letter of mine is with reference to my child, named Lee, who has recently been promoted to grade 9th in your school. I am concerned about his studies nowadays. He has not been able to show as much spark in his studies as I was expecting from him being his father.

I was considering my child solely responsible for his poor performance but one day, as I checked his homework notebook, I was surprised to see that my child had done a lot of mistakes on a single page but none of them was highlighted or corrected. The painful thing to me was that the whole homework was checked and signed blindly without comments. When I inquired from my child about his teacher, he told me that he emphasizes on cramming the lesson, does not make concepts clear. In this way, a lot of aspects in a single lesson remain unclarified but the teacher does not bother at all.

This is really an alarming situation for every parent whose child is facing the same situation as me. Your school is the best school in the town in terms of producing good results and that is the reason we send our children to your school but the concerned teacher, I am sorry to say, does not meet the good teaching standards. I, therefore, request you to resolve my issue on a priority basis and as soon as possible. I shall be very thankful to you.

Yours sincerely,  
[XYZ ]