[Your Name]  
[Address]

To

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

Subject: Complaint letter against [NAME]’s behavior

Dear Sir,

My name is Henry and I am a student of grade 9th in your school. I am writing this letter on behalf of my whole class. First of all, I would like to say thanks for imparting us quality education through well-educated and professional teachers who are unique in their respective subjects. However, I am writing this letter to discuss with you an important matter regarding the behavior of our mathematics teacher, Mr. James.

No doubt, he is an excellent teacher from a knowledge point of view but as far as his behavior with the students is concerned, it is not that good. He does not show respect towards students and remains busy in degrading them all the time. When somebody asks him questions during or after the lesson, he shouts in a bad manner as if he is going to kill us.

I am very sorry to say but this kind of behavior must not be exhibited by any teacher in a school of good reputation. Mr. James, through his behavior, is proving disastrous for the school and its good reputation. We love all the teachers regardless of their subjects and ethnicity. Moreover, we respect them just like our own parents but at the same time, we all belong to good families and do not expect such kind of behavior within the school premises.

You are requested to look into the matter personally and resolve our issue as soon as possible. Otherwise, owing to the rude behavior of our mathematics teacher, we shall not be able to continue our studies in this school anymore. I hope after receiving this letter, you will take the necessary steps as soon as possible to cope with the stress we are facing nowadays due to our teacher’s behavior.

Yours obediently,  
[XYZ]