[Your Name]  
[Address]

To

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

Subject: Complaint letter against [NAME]’s behavior

Dear Sir,

My name is Harry, a student of class 9th and I am writing this letter on behalf of my whole classmates. First, I would like to request you to take this letter in a positive way so that the matter would be resolved efficiently.

You have provided us with the best teachers in the school and they all are teaching us in the best way, but we have some problems with our English teacher, Mr. Jackson. A lot of students in my class including me are facing behavior problems from his side. Sorry to say but Mr. James does not know how to behave and treat the students in a polite way.

We all know that our school has also made some rules for the teachers and these are meant to be followed by them as well. Showing respect towards students and maintaining good behavior with them are quality traits of a good teacher. But, sorry to say, Mr. James degrades us all the time, shouts at us in a bad way, calls us with odd names, and if someone asks him a question related to the lesson, he does not make the things clear and we remain ambiguous.

This situation is proving disastrous for us because we do not expect such kind of behavior from a teacher. No doubt, we love them all from the core of our hearts but at the same time, we expect politeness, love, and good behavior from their side as well. We have written you this letter because we believe you will resolve this matter for sure. We request you please take necessary steps in this regard. We all say thank you in anticipation.

Yours obediently,  
[XYZ]