To

[The Recipient]

I am Alexander Mark, the father of Jones who is a student of grade 6th in your school. First, I really appreciate your hard work and efforts in running ABC School in an exuberant and brilliant way. To hold administration tasks is really a tough and time-consuming job. I am writing this letter to discuss a serious matter that needs your attentiveness.

I want to complain against Mr. Darcy who is behaving cruelly by imposing corporal punishment on his students of 6th grade. This matter needs your attention, and you are requested to deal with this issue as soon as possible.

Although Mr. Darcy is a competent and hardworking teacher, and I am quite satisfied with his way of teaching but to beat one cruelly is an unethical and unacceptable attitude. I did not have any idea of this entire incident but yesterday my son narrated the whole story.

He was so much disturbed and upset about this that Mr. Darcy has slapped him in the face in front of the whole class and the reason behind this was that he did not answer his question properly. He also added that Mr. Darcy is exhibiting the same offensive attitude with his students and you must take immediate notice on all the matter.

Your school has a good reputation in the town, and I have gone through all your policies while getting admit my son to this school. It was mentioned in clear words that you are against the physical punishment of students and that any teacher who practices this will be terminated immediately. I am not in favor of terminating Mr. Darcy, but I request you to warn him because such a kind of attitude cannot be accepted.

We have great trust in you and hand over our children to you and in return cannot bear this kind of attitude. I am hopeful that you will do something in this regard and will take prompt action.

Moreover, I want to discuss this matter with you in person because I am uneasy after all this. I need to hear some consoling words from you that you will do something in this regard. Please let me know when you will be available so may we have talked about this. Thank you.

Regards,

Alexander Mark