To

[The Recipient]

Hello Mr. Adam. Hope you will be doing well. I am the father of Elizabeth who is studying in grade four in your school. I let her get admission to this school by considering it one of the best schools in the town, but I did not know the fact that teachers here beat their students cruelly and ruthlessly.

It was stated clearly in your school policy that you are against children's punishment and take severe action against teachers who do this. I am writing this letter to talk about an important matter with you and you need to take prompt action in this regard. I want to complain against Miss Sexton who is the class teacher of my daughter and she has beaten my daughter very cruelly on the back and face.

Yesterday, when Elizabeth came home crying, I asked her the reason and she told me that Miss Sexton has beaten her badly and the marks of her hands were imprinted on my daughter’s face. I really got upset after seeing all this and thought to report you immediately. She was beaten for not taking her home task diary with her and on this, she beat her badly.

She also told me that Miss Sexton has adopted the same attitude for a long time, and I was really amazed that you are unaware of all this. As a school principal you need to take immediate action on this matter and demand an explanation from her. I am not asking for her termination, but you should investigate the matter as today she has beaten my daughter, tomorrow she can beat someone else’s child. So, you are requested to ponder over this matter.

I am hopeful that you will do something to overlook the matter and I want to meet you personally to discuss all this matter in detail. So, kindly let me know when you will have time. I shall be very grateful to you.

Regards,

Tony Crystal