DATE:

Name of the principal:

Subject of the letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Respected Sir/Ma’am,

I am a student of grade X section B in your school. My roll number is 56. I have been studying in your school for more than 6 years and during all this time, I have always remained satisfied with everything the school offers.

I am writing this letter to bring a few things to your notice. I am a class representative and writing this letter on behalf of my whole class. I am very sad to hear the news of the illness of our biology teacher. I pray for her to get well soon. The teacher tasked to teach us biology in place of Miss XYZ is someone our class is having a serious problem with.

The newly substituted teacher does not clear our concepts. She does not go deep into the concept and leaves so many things unclear. When we ask any question regarding the lecture, she does not pay attention to it and ignores it.

I also want to let you know that she does not make the best use of available time and sits after delivering a short lecture. When class ends, she gives a load of a home task and does not guide us at all. We respect our all teachers, and it is in the record that we have never misbehaved with any teacher. We also respect our newly substituted Biology teacher. However, we don’t understand what she teaches us in class.

It has become very difficult for us to learn the concepts of biology. Furthermore, we are also not able to full heed to our other subjects also. Our entire class requests you to change the substituted teacher or ask her to teach us in a way that we can learn our subject well. I hope that you will take action on our complaints against the teacher.

Sincerely,

Name of the student  
Name of the school  
Class name and section  
Roll number of the student