To

[The Recipient Name]  
[Organization Name]

Dear Madam Principal

I am {name}’s father who is a student in grade six in your school [name]. I want to share my concerns about student safety due to the incident that happened yesterday at pack-up time. I was a little late in picking up my daughter from school due to some work commitments. When I reached the school half an hour late, my daughter was standing outside the school alone.

I was really upset as I had already called the PRO to inform her that I would be a bit late in picking [name] up and I was reassured that my child would be well taken care of and there would be no issue. When I saw [name] standing outside the school premises I was very really shocked at the carelessness of the school authorities as anything could have happened.

When I went to see the PRO I was informed that she had already left and the duty teacher on inquiry replied very casually that since nothing had happened I was creating a scene for nothing and I should relax. I was not expecting such a casual response as it was her duty to ensure that no student leaves the premises without their guardian and in case of any trouble, she was the one who would be held responsible. This is extremely unprofessional and negligent.

Please look into this incident and investigate the matter fully. The PRO and the duty teacher must be strictly reprimanded for this neglectful attitude. If this issue is not addressed strictly and firmly, it is sure to result in some serious incidents.

Looking forward to swift and stringent action from your side.

Yours Sincerely,

[Your Name]  
[Registration #]