To

[The Recipient Name]  
[Organization Name]

Dear [NAME],

I am writing to register my complaint against the lack of student security during the trip to the museum held on [date]. My daughter [name] who is a student in grade eight was on that trip. Our first complaint is against the way the bus drivers who were hired to take the students from the school to the museum, drove. Their reckless driving put the children at risk. The fact that even the teachers accompanying the students did not intervene in any way despite the student’s complaints is really upsetting.

Upon reaching the Museum, the students were left on their own and the teachers accompanying them did not bother about the student’s safety. The boys from senior classes broke into a fight and things went from bad to worse. The younger students started crying as they were pushed and pulled in all this rowdiness and some of them fell against the walls and furniture. Overall, this trip was a disaster. It was very ill-planned, and I have no words about the irresponsibility of the teachers accompanying the students.

It is a miracle that no child was lost or seriously hurt because of all this. The parents trusted the school administration when they allowed the kids to go on the school trip and this is not what we expected. Such unprofessionalism and negligence are criminal and must be severely reprimanded. I demand an explanation as to how and why all this happened?

Looking forward to strict and swift action from your side.

[Your Name]  
[Registration #]