**To**

**[The Recipient Details]**

**Re. Complain about the bad class environment**.

Dear Ms. Ifra Gull,

I am [Name], the mother of [Name of the student]. My son studies in grade [GRADE] at your school. He is new to this school and has been facing adjustment issues for several days. However, with the ultimate cooperation of the teachers, he is adjusted to the school. He is also going along with the school’s work pace and working hard to make a good position in his class.

I am also satisfied with his performance in his studies. However, I want to bring your attention to a persistent problem with the class environment. My son complained many times of a strange and pungent smell in the class, which caused a headache. He has been complaining of a continuous headache for more than a week.

Therefore, I report this complaint to you and expect an immediate solution. I certainly believe that hygiene is important for students prior to their studies. Therefore, we should work on a healthy studying environment as much as we focus on the brilliant performance of the students. Research proved that the ambiance directly impacts the performance of the students and workers.

Another problem I personally have witnessed on your campus is the lack of cleanliness. I suggest the school administration invest in techniques and cleaning equipment to keep the campus clean. I hope you will consider my complaint worthy of immediate attention and solve the cleanliness problems in the school.

I am looking forward to hearing from you. Thank you.

Regards,

[Name]  
[Address]  
[Date]