

[ED11 Complaint to School]

The Head Teacher
[Enter address of school]

[Enter date]

Dear [Enter head teacher]
Re: [Enter pupil]
Class Teacher:

I am writing to make a complaint
to [Enter class teacher's name]
school's policy on [enter subject]

My complaint is as follows
[Enter full details of complaint]

I will be pleased to provide further
discuss the matter in greater detail

I look forward to your cooperation
Chairman of the school

Yours sincerely

[Enter your name]
[Enter your address]



e. I have already spoken
adequately resolved. Your
d.

happy to meet with you to

satisfied I will write to the
ority.