Re: Concern regarding [*brief issue – e.g. my child’s support / a recent incident/communication with staff*]

Dear [*Headteacher’s Name*],

I am writing to formally raise a concern regarding [*brief summary of the issue, e.g. the level of support my child has been receiving, an incident that occurred on [date], or the way a particular matter was handled*].

My child, [*Child’s Name*], is in [*Year/Class*] at your school. [*Explain the issue clearly and factually, including relevant dates, what happened, and any previous attempts to resolve it. Try to stay calm and objective.*]

I would appreciate it if this matter could be looked into, and I would welcome a meeting or written response to clarify how the school intends to address it. I am keen to work with the school to ensure the best possible outcome for my child.

Please confirm receipt of this letter, and let me know the next steps in your complaints procedure.

Yours sincerely,

[*Your Name*]