

Letter of Complaint to a Principal About a Teacher's Inadequate Instruction

This package contains:

1. Instructions & Checklist for a Letter of Complaint to a Principal About a Teacher's Inadequate Instruction
2. Letter of Complaint to a Principal About a Teacher's Inadequate Instruction

Instructions & Checklist for Letter of Complaint to a Principal About a Teacher's Inadequate Instruction

- This package contains (1) Instructions & Checklist for Letter of Complaint to a Principal About a Teacher's Inadequate Instruction; and (2) Letter of Complaint to a Principal About a Teacher's Inadequate Instruction;
- This form is designed to assist you in drafting a letter for when you want to file a complaint with a principal about a teacher's performance.
- Be sure to include any "enclosures" mentioned in the letter. If there are no "enclosures" you may delete "Enclosure" from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I am writing in regards to the instruction my child, [Name of Child], has been receiving from [Name of Teacher].

Unfortunately, it has become apparent that [Name of Teacher] is not prepared to properly teach students at this grade level. For example, [Give Example of Inadequate Instruction]. Not only is [Name of Teacher] failing our students, [he/she] also reflects poorly on [Name of School] as a whole.

I ask that you act immediately to resolve this matter. In today's global economy, our students simply cannot afford to lose a year of instruction because of one teacher's poor performance. Swift action must be taken so our children do not fall any farther behind.

Please contact me so we can discuss this matter further. In the meantime, I thank you, in advance, for your prompt attention this matter.

Sincerely,

[Your Name]