

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Complaint – Dissatisfaction with Updates/Interaction – Parents to School

Dear :

I am writing to voice my dissatisfaction with the school's approach to updating parents regarding school events and the schools involvement with the parents. I was prompted to write this letter, when I learned that the school had not held a PTA meeting within the last two months. When I called to inquire about this, I was told that one would be held, but that meeting never took place. In addition, we are in the third month of the semester and I have yet to meet any of my children's instructors. There were not any open houses, no information was given regarding teacher-conferences, nor have I received any updates regarding my children's grades. There is not excuse for the inadequacy of the school's inept ability of communicating with the parents. A simple e-mail would be more than sufficient interaction. I am a concerned parent that cares about the education of my children.

If I do not see improvements in the ability of the school to do their part, I will be forced to voice my opinion to the superintendent of the school district. Thank you for your time. Please contact me regarding this issue.

Sincerely,

N A M E