**Date**

**Name of Principal**

**Name of School**

**Address of School**

**City, State Zip Code**

Dear **Principal’s Name**:

**My/our** child, **child’s name** **date of birth** attends **School name** and is in **X grade**. At school they have been bullied and harassed by **name of harasser(s)**. This has occurred on **date or approximate period of** **time** when **describe as many details of the incident(s) as can be recalled**. When this happened **name of witness(es)** heard or saw it and **their response(s)**. We became aware of this incident when **describe how you were notified.**

**Child’s Name** was hurt by this bullying and harassment. They had **describe physical injuries, emotional suffering, and any medical or psychological treatment required**. **Our/My** child has the right to be in a safe environment at school so they can learn.

Please send **me/us** a copy of the District policies on bullying and harassment to investigate thie problem and correct it as soon as possible. Please let **me/us** know, in writing, of the actions you have taken to rectify the situation and to ensure it does not happen again. I would like a response within 5 business days.

Thanks for your prompt attention to this serious problem.

Sincerely,

**Sign Your Name**

**Your Name(s)**

**Street Address**

**City, State, Zip Code**

**Phone/Email Address**