

Complaint Letter Format Class 11 to School Authority

[Your Name]
[Your Address]
[City, State Zip Code]
[Date]

[School Authority Name]
[School Name]
[School Address]
[City, State Zip Code]

Dear Sir/Madam,

I am writing this letter to express my dissatisfaction with [describe the issue]. As a student of Class 11 in your school, I have been facing this problem for [duration of time]. This issue is affecting my studies and causing me a great deal of distress.

I would like to bring to your attention that [provide specific details of the problem]. Despite several attempts to bring this to the notice of the concerned authorities, the problem has not been resolved.

I request you to take immediate action to rectify the issue and ensure that it does not occur in the future. I also request you to keep me informed of the steps taken to address this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name and Signature]

Enclosure: [List of any supporting documents]