

Formal Letter Format Class 5 for Complaint Letter to the Principal

[Sender's Address]

[Date]

[Receiver's Address]

Dear [Principal's Name],

I am writing to bring to your attention the issue of [state the issue or problem]. This issue has been causing [state how it has affected you or others] and needs to be addressed as soon as possible.

I would appreciate it if you could look into this matter and take the necessary action. If there is anything that I can do to help resolve this issue, please let me know.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Signature]