

Your Address  
Your Phone Number  
Date

Principal's Name  
Name of Your Child's School  
School Address

Dear Principal \_\_\_\_\_:  
I am the parent of \_\_\_\_\_, (DOB \_\_\_\_\_).

My child was bullied at school by [insert name of student(s)]. I am therefore requesting an investigation and a prompt response from the school district to ensure that the bullying will stop.

Details of the bullying are in the below table:

Date	Time	Description	Witness(es)

I request that the school interview all persons who were involved in or who witnessed the bullying. After the investigation, please intervene with the students responsible for the bullying in order to ensure that the bullying stops. I further request that I receive a response from you and/or your designee indicating that you have received this letter and informing me of what steps are being taken to address this situation.

Should you have any questions about this request, please contact me at [insert your phone number(s) and/or e-mail address].

Thank you.

Sincerely,

Your Name