Name of the student  
Name of the school  
Class name and section  
Reg# of the student  
  
DATE:

Name of the principal:

Subject: [**Write Here**]

Respected Sir/Ma’am,

I am writing this letter to complain about the issues that I have been facing due to the management of the school for the last few months. I am very much satisfied and happy with the education system of the school. The school has helped my child grow and learn. However, the school must also focus on the management system along with the education system.

Last month I visited the school to talk to the head of the fee department of the branch in which my child is enrolled. In the past few months, the school adds extra charges in the challan form of my child without even telling me the real cause of the charges. When I inquired about it, they were failed to answer me. However, neither they subtracted those charges from the challan, nor they gave a satisfactory answer to my question. This month again I have received the fee challan with extra charges.

I am hereby writing this letter to bring this to your notice that the management of your school is not cooperating with kids and their parents. Kindly take strict action to deal with these issues and please ask them to inform me about what I inquired about. I am looking forward to your response.

Sincerely,

Name of the student  
Name of the class

Signatures: