Date

To:

The principal,  
Name of the school

**Subject: Complaint against unfair suspension**

Respected Principal,

I am Mrs. Chriss, mother of Adams, a student of 6 class in your school. I am writing this letter to file a complaint against the suspension of my child from the school for two weeks.

I would like to begin by admiring your services and the administrative work you do for the school. It lies within the rights of the school administration to punish those students who are demonstrating misconduct or breaching the policies of the school. The purpose of this letter is to draw your attention to a very critical matter of my child's suspension.

Adams has been suspended by Mr. James who deals with the disciplinary actions of grade 6. Mr. James, no doubt, is a very competent teacher whose services for the school are praiseworthy. Mr. James has suspended Adams because according to him, Adams was caught cheating on the exam.

My child reported this incident to me before he was suspended. According to Adams, he has not cheated, and he should be at least given a chance to give explanations to clear his position. I was surprised when I came to know that the school had decided without closely scrutinizing the entire matter.

I consider this suspension to be unfair because the person deemed guilty of the offense has not been given a chance to clear his position. I would have accepted the decision of the school to suspect my child if the school had looked into the entire matter thoroughly.

It is my humble request to you to closely see this matter. It has unsettled my child badly. I request you to take appropriate actions and punish those who are responsible for it.

Thank you for your cooperation.

[Your Name]  
[Department Name]  
[School Name]