Date

To:

The principal,  
Name of the school

**Subject: Complaint against unfair suspension**

Respected Principal,

I am Chriss, a student in grade 7 at ABC School. My roll number is 1234. I am writing this letter to file a complaint against my unjust suspension from the school.

Last week, there was a brawl between a few unruly students in my class. I was not involved in it. I was trying to appease the situation. When the matter was taken to the administrative office, my name was also included in it.

I wanted to give explanations, but no one asked for them, and suspended me from the school with other boys instead. Charges pinned against me were baseless. I consider this suspension to be unjust.

It is my humble request to you to look into this matter closely and resolve my issue.

Thank you for your cooperation.

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