

Letter to Respond to a Complaint on Student's Safety

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I begin this letter with my heartiest thanks to you for your concern regarding our student's security. I received your letter last [enter day] mentioning a serious issue that had been unfortunately going unnoticed from our notice. You mentioned in your letter that [enter complaint briefly]. Mr. [enter name], you are very much right in your say. We should take this matter seriously and should take steps to reduce security risks to our students as promptly as we can. I have called a meeting of our main staff for discussion. I am once again grateful for your most sincere concerns. God bless you. Thank you very much!

Sincerely,

[Your Name]

[Senders Title] -Optional-