

[[Name of Addressee]
[Job Title]
[Name of Company]
[Company Address]

[Date]

Dear [Name of Addressee],

My name is [Name of Sender], and I am the parent/guardian of [Name of Child], who is a student at [Name of School]. He suffers from asthma and lately, it seems to be getting worse. I am concerned that there is an environmental condition in the school that is causing this problem to get worse. As I observed from my last visit, I noticed [Indicate Environmental Hazard].

I shall bring up this problem at the next Parent-Teachers meeting, so please investigate this issue beforehand so that we may be able to find a solution to the problem. I believe that similar problems are a violation of the law under [Law Provision], and further problems with my child's health in connection to the school's environment will lead me to put this issue forward to the right authorities.

Please seek to find ways to remedy this problem as I do not appreciate that my child is being subjected to this condition. Feel free to contact me via phone [Phone Number] or email [Email Address] so that we may undertake to resolve this problem as soon as possible.

I look forward to hearing from you soon.

Sincerely,

[Name of Sender]