[YOUR ADDRESS - STREET]

[YOUR ADDRESS - CITY]

[YOUR ADDRESS – POST CODE]

[CLASS TEACHER OR HEAD OF YEAR]

[SCHOOL ADDRESS]

Dear [TEACHER NAME] [DATE]

I am writing to inform to that my son [STUDENT NAME] has been bullied on the way home from school by [BULLY NAME] on the [DATE]. I would appreciate an appointment to discuss this with you as soon as possible with a view to stopping the bullying. Can you please also provide me with your anti-bullying policy before our meeting.

Kind regards

[YOUR NAME]