

**Short Query Letter**

**Michael Anderson
Principal**Greenwood High School
456 Elm Street
Hometown, IL 62000
manderson@greenwoodhs.edu
555-987-6543
May 27, 2024

**John Doe
Math Teacher**Greenwood High School
456 Elm Street
Hometown, IL 62000

Subject: Query Regarding Alleged Misconduct

Dear Mr. Doe,

I am writing to address an incident reported on May 20, 2024, regarding unprofessional remarks made by you during a faculty meeting, which disrupted the meeting and created a hostile environment.

Please provide a written explanation by June 3, 2024, detailing your account of the incident, any relevant context, and any witnesses or evidence.

Failure to respond may result in further disciplinary action. If you have any questions, contact me at manderson@greenwoodhs.edu or 555-987-6543.

Thank you for your attention to this matter.

Sincerely,

**Michael Anderson
Principal**Greenwood High School