

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding [specific issue] that I have encountered in [class/course/department] at [School's Name].

[Briefly describe the issue, including relevant details such as dates, locations, and any individuals involved].

Despite my attempts to resolve this matter by [explain any previous actions taken, if applicable], I have not seen any satisfactory resolution.

I believe that addressing this issue is crucial for [explain the importance of the matter, e.g., student well-being, educational quality].

I kindly request that you [specific action or resolution you are seeking].

Thank you for your attention to this important matter. I am hopeful we can work towards a solution.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]