

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Title]

[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding [specific issue] that has impacted my experience as a BBA student at [Institution Name].

[Detail the issue: explain what happened, when it happened, and any relevant specifics. Be clear and concise.]

This situation has resulted in [explain how it affected you and your studies], and I believe it is important to address it for the benefit of current and future students.

I would appreciate it if you could [suggest a resolution or action you would like the institution to take]. Your attention to this matter would be invaluable, and I look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]  
[Student ID (if applicable)]  
[Program Name]