

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

[Recipient's Name]
[Recipient's Title]
[School/University Name]
[School/University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding [specific issue]. This situation has [briefly describe how it affects you or others, e.g., impacted your learning experience, created an uncomfortable environment, etc.].

On [date of incident or issue], [provide a detailed description of the issue, including relevant facts, individuals involved, and actions taken]. I believe this matter needs to be addressed because [explain why the issue is significant, and any policies or regulations that may apply].

I respectfully request that the school/university [suggest a resolution or action you would like to see taken]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Grade/Class (if applicable)]