

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

[Recipient's Name]
[Recipient's Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my concerns regarding [describe the issue briefly, e.g., "the recent changes in the curriculum" or "the lack of adequate resources for our B.Tech assignments"].

[Explain the issue in detail, providing examples or specific incidents, if applicable. Mention why it is a concern and how it affects your studies or experience.]

I believe that addressing this matter will significantly improve the learning environment for all students. I kindly request that you consider my feedback and take appropriate actions to resolve this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your Course/Department]