

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Institution/University Name]  
[Department Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Grievance Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my grievance regarding [briefly state the issue, e.g., "the recent changes in the examination schedule" or "lack of adequate lab facilities"].

As a student of the B.Tech program, I have encountered the following issues:

1. [Describe the first issue in detail, including relevant dates, facts, and any previous communications regarding the matter.]
2. [Describe the second issue, if applicable, following the same format.]
3. [Continue listing any additional issues, if necessary.]

I believe that these matters significantly impact my academic experience and performance. I kindly request that the administration address these concerns to ensure a fair and conducive learning environment for all students.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Student ID]  
[Your Degree Program]  
[Year of Study]