

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

[University Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Specific Issue]

Dear [Recipient's Name/Office Name],

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue] that I have been experiencing during my BTech program at [University Name].

As a [your year, e.g., second-year] student in the [your specialization/department], I have encountered [briefly describe the issue, e.g., inadequate course material, lack of support from faculty, administration issues, etc.]. This issue has significantly impacted my academic experience and overall well-being.

[Provide specific details about the issue, including any relevant dates, communications, or steps taken to resolve it]. Despite my efforts to address this matter through [mention any previous communications or attempts made], I have yet to receive a satisfactory response.

I kindly request that the university take immediate action to address this situation. I am hopeful that a resolution can be reached promptly, which will allow me and my fellow students to focus on our educational goals without further disruption.

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

Sincerely,

[Your Name]

[Your Student ID]