

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

[Professor's Name]
[Department]
[University Name]
[University Address]
[City, State, Zip Code]

Dear Professor [Last Name],

Subject: Complaint Regarding [Specify Issue]

I hope this message finds you well. I am writing to formally express my concerns regarding [briefly state the issue e.g., grading, classroom behavior, lack of communication, etc.].

[Provide a detailed description of the issue, including specific examples, dates, and any relevant context.]

I believe this situation has impacted [explain how it affects your academic experience or wellbeing]. I would appreciate your attention to this matter, and I am hopeful for a resolution.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]

[Course Name/Code]