

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

[Recipient's Name]
[Title/Position]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Issue]

I hope this letter finds you well. I am writing to formally express my concern regarding [briefly state the issue, e.g., inadequate lab facilities, lack of course materials, etc.].

As an engineering student at [Your Institution's Name], I have encountered the following specific issues:

1. [Detail the first issue]
2. [Detail the second issue]
3. [Detail the third issue]

These issues have significantly impacted my ability to [explain how it affects your studies or experience]. I believe it is essential to address these matters to enhance the learning environment for all engineering students.

I kindly request that the relevant actions be taken to resolve these issues by [suggest a timeline or specific action].

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

Sincerely,

[Your Name]
[Your Student ID]
[Your Program/Department]