

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

[Recipient's Name]  
[Title]

[Department/Office]

Fox Valley Technical College

[College Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Student Complaint Regarding [Brief Description of Issue]

I hope this letter finds you well. I am writing to formally express my concerns regarding [specific issue or situation] that I have encountered as a student at Fox Valley Technical College.

1. **\*\*Description of the Issue\*\***

- [Provide a detailed account of the situation, including dates, locations, and any specific incidents related to the issue.]

2. **\*\*Impact on My Education\*\***

- [Explain how this issue has affected your academic experience, opportunities, or overall well-being.]

3. **\*\*Previous Actions Taken\*\***

- [Outline any steps you have already taken to resolve the issue, including conversations with faculty, staff, or administration.]

4. **\*\*Desired Resolution\*\***

- [Clearly state what outcome you are seeking or how you would like the situation to be addressed.]

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

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Student ID Number, if applicable]