

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

[Date]
[Recipient Name]
[Title]

Flathead Valley Community College

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

Dear [Recipient Name],

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my concerns regarding [briefly describe the issue].

[Provide a detailed description of the incident or issue, including dates, locations, and individuals involved. Explain how this has affected you or others.]

I believe this matter needs to be addressed promptly because [explain why it is important to resolve this issue].

I would appreciate your attention to this complaint and look forward to your response. Thank you for your time.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]